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ABSTRACT

The Systems and Procedures Exchange Center (SPEC) surveyed 119 Association of Research Libraries (ARL) members to gather information about current distance education and distance learning initiatives in ARL libraries. The objectives of the survey were to: (1) identify libraries involved in distance education activities and determine the extent or level of involvement; (2) determine library services delivered to remote patrons; and (3) ascertain the management and support provided by libraries for distance learning (interactive video) programs. The survey had a response rate of 62% (n=74), with 62% of the respondents (n=46) indicating that their institution participates in distance education programs. Types of distance education programs identified included interactive video distance learning, instructors traveling to remote sites, videotaped courses, as well as communication by Internet, correspondence, satellite, and cable TV. Only seven of the libraries at institutions participating in distance education have responsibility for administering the campus program. Very few of the libraries are involved in the technical aspects of distance learning, but approximately half of the respondents are involved in instructional support for faculty. Survey results are followed by general information, library services, and course-related materials from a variety of university distance learning programs. (SWC)

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ED 398 930

SPEC

SYSTEMS AND PROCEDURES EXCHANGE CENTER

Kit 216

Role of Libraries in Distance Education

July 1996

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ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF MANAGEMENT SERVICES

SYSTEMS AND PROCEDURES EXCHANGE CENTER

Flyer 216

Role of Libraries in Distance Education
July 1996

INTRODUCTION

Libraries have provided library services to faculty and students involved in *distance education*, an environment in which students were not physically on the originating campus of the course. This has included correspondence courses, television courses, and courses delivered by instructors traveling to other geographical locations such as military bases. During the last several years the technology for the utilization of interactive audio and video to deliver courses has been refined and implemented. This form of distance education is referred to in this survey as *distance learning* and involves the utilization of equipped and wired classrooms on and off campus. Because research libraries have a long history of collaborative activities with the faculty and students and with the telecommunications and computing units, distance learning (interactive video) course programs have provided opportunities for expanded library activities.

The intent of this survey was to gather information about current distance education and distance learning initiatives in ARL libraries. This SPEC Survey had three objectives: 1) identify libraries involved in distance education activities and determine the extent and/or level of involvement; 2) determine library services delivered to remote patrons; and 3) ascertain the management and support provided by libraries for distance learning (interactive video) programs.

SURVEY RESULTS

Of the 119 ARL members, 74 (62%) libraries responded. Of these 74 respondents, 46 (62%) indicated that their institution is participating in distance education programs. Those institutions indicated that the distance education program is administered most often by continuing education (30) and the academic departments offering the courses (34), while only seven libraries are responsible for the program's administration. Types of distance education programs included interactive video distance learning (40), instructors traveling to remote sites (32), videotaped courses or portions of courses (28), and others including Internet, correspondence, satellite, and cable TV.

Responses to the issues of network management and technical support of distance learning (interactive video) indicated that 42 institutions have distance learning classrooms located on their campus. The classrooms are most often located in academic departments, continuing education units, and information technology units. Only seven libraries reported that a distance learning classroom was located in the library. The types of networks used are either dedicated T1 or switched networks. The Codecs, MCUs, and other equipment conform to H.320 standards. Only two libraries reported that they are responsible for the proper functioning of the equipment; information technology and continuing education units are most often responsible for this activity.

Twenty-three libraries provide instructional support assistance to the faculty for the development of distance education courses. The most frequent types of support include instructional design, course redesign, multimedia development, and instructional evaluation. Library orientation services offered include Internet/World Wide Web use, equipment operation, general overview of the distance education environment, and multimedia development. Other campus units that provide these services are information technology, continuing education, and the individual departments offering the courses.

Library services that support distance learning courses are offered by all but three of the libraries responding. These libraries also provide remote access to their library's online catalog. Of the 43 libraries, 32 allow for the circulation of library materials to distance education students at remote sites while an additional seven provide limited access. Thirty-five of the 43 libraries provide interlibrary loan service to distance education students, and 29 of these 35 have no restrictions to library services. Access to interlibrary loan for remote site patrons is provided most often through e-mail (22) and World Wide Web forms (12). Reference services are provided by telephone (34), scheduled "one-on-one" (27), and World Wide Web (15). Eighteen libraries reported establishing reserve services with receiving institutions.

Thirty libraries have resource sharing agreements established with in-state partners and OCLC's reciprocal borrowing program. Library services are most often coordinated by access services departments (19) and extension library services or distance education coordinators (9).

Funding for the development of the distance education program such as special funding from grants, state or federal government, or reallocation within the institution is received by 13 of the 43 libraries responding. Only six libraries reported having a permanent budget for distance education.

Conclusion

While approximately two-thirds of the libraries responding indicated that their institution is participating in distance education programs, only seven libraries have responsibility for administering this campus program. Very few are involved in the technical aspects of distance learning but approximately one-half of those libraries responding are involved in instructional support for faculty. Most libraries and institutions where there is a distance education program provide a range of library services. Because of the range of responsibility and increasing technology programs of libraries, it is suggested that libraries should consider pursuing opportunities for expanded involvement in distance learning (interactive video).

This Kit and Flyer were compiled by Carolyn A. Snyder, Dean of Library Affairs; Susan Logue, Assistant Head, Instructional Support Services; and Barbara G. Preece, Assistant Head, Access Services; Southern Illinois University at Carbondale and were prepared as part of the OMS Collborative Research/Writing Program.

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

Role of Libraries in Distance Education

A SPEC Kit compiled by

Carolyn A. Snyder
Susan Logue
Barbara G. Preece
Southern Illinois University at Carbondale

July 1996

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Committed to assisting research and academic libraries in the continuous improvement of management systems, OMS has worked with its constituents since 1970 to seek the best practices for meeting the needs of users. The OMS Information Services Program maintains an active publications program best known for its Systems and Procedures Exchange Center (SPEC) Kits. Through the OMS Collaborative Research/Writing Program, librarians work with OMS staff in joint research and writing projects. Participants and staff work together in survey design, writing, and editing publications that provide valuable insights and management perspectives on emerging trends, issues, and concerns of the academic and research library community. Originally established as an information source for ARL member libraries, the SPEC program has grown to serve the needs of the library community world-wide.

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Published ten times per year, SPEC Kits and Flyers contain the most valuable, up-to-date information on the latest issues of concern to libraries and librarians today. SPEC Kits and Flyers are the result of a program of surveys on a variety of topics related to current practice and management of library programs in the ARL membership. The SPEC Flyer is a two-page summary of the status of a current area of interest. It comments on the present situation, reports on the results of an ARL membership survey, and forecasts future trends. The SPEC Kit contains the SPEC Flyer and the best representative supporting documentation from the survey in the form of policy statements, handbooks, manuals, cost studies, user studies, procedure statements, planning materials, and issue summaries. A valuable feature of each SPEC Kit is its selected reading list containing the most current literature available on the topic for further study.

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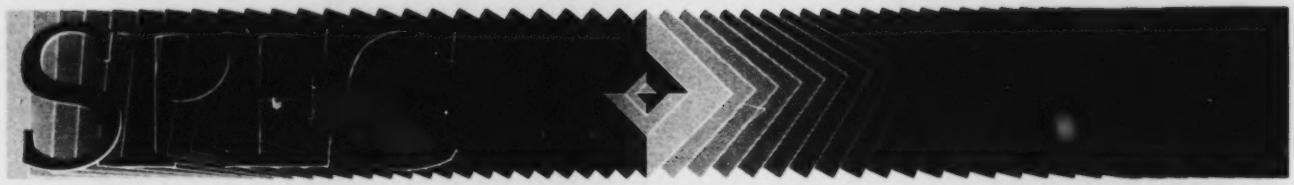

SPEC KIT 216 ROLE OF LIBRARIES IN DISTANCE EDUCATION JULY 1996

Kit 216

Role of Libraries in Distance Education
July 1996

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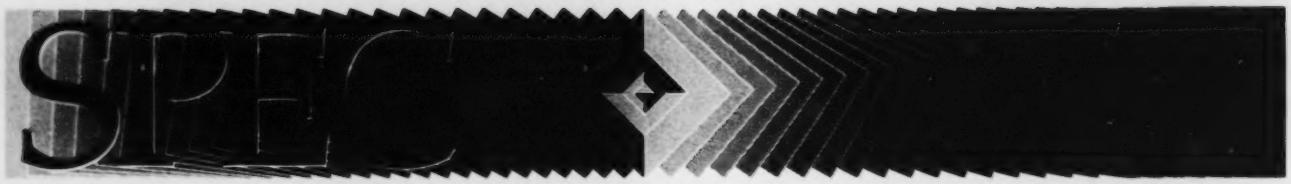

SYSTEMS AND PROCEDURES EXCHANGE CENTER

SURVEY RESULTS

ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF MANAGEMENT SERVICES

TO: SPEC Liaisons

FROM: Carolyn A. Snyder, Southern Illinois University at Carbondale
Barbara Preece, Southern Illinois University at Carbondale
Laura Rounds, OMS Program Officer for Information Services

DATE: January 3, 1995

RE: SPEC Survey and Call for Documentation on the Role of ARL Libraries in Distance Education.

For years some libraries have provided library services to faculty and students involved in *Distance Education*, an environment in which students were not physically on the originating campus of the course. This has included correspondence courses, television courses, and courses delivered by instructors traveling to other geographical locations such as military bases. During the last several years the technology for the utilization of interactive audio and video to deliver courses has been refined and implemented. This form of distance education is referred to in this survey as *Distance Learning* and involves the utilization of equipped and wired classrooms on and off campus. Because research libraries have a long history of collaborative activities with the faculty and students and with the telecommunications and computing units, distance learning (interactive video) course programs have provided opportunities for expanded library activities. For example, Library Affairs at Southern Illinois University at Carbondale, is responsible for providing a full range of distance learning services for the southern Illinois region. They include technology and network support, assistance with instructional support for curriculum development, and academic support.

This survey is designed to gather information about current distance education and distance learning initiatives in ARL libraries. Therefore, this SPEC Survey has three objectives: 1) Identify libraries involved in distance education activities and the extent and/ or level of involvement; 2) Determine library services delivered to remote patrons; and 3) Ascertain the management and support provided by libraries for distance learning (interactive video) programs.

Please return the survey via e-mail to Carolyn Snyder at <csnyder@lib.siu.edu>.
Please mail all supporting documentation to:

Carolyn A. Snyder, Dean
Library Affairs
Southern Illinois University at Carbondale
Carbondale, IL 62901-6632

As all supporting documentation is subject to inclusion in the resulting spec kit, please provide the best possible copy and make all notations in pencil or on a separate sheet.

Surveys and supporting documentation should be received no later than February 2, 1996

21 Dupont Circle, Washington, D.C. 20036
202 296 8656 FAX 202 872 0884

SPEC Survey: Role of ARL Libraries in Distance Education

Individual questions may have slightly different response rates.

Background

1. Does your institution participate in distance education programs?

   Note: *Distance Education* is defined as the delivery of education where the student and the instructor are geographically separated. *Distance Learning* is defined as the use of interactive video which allows students and faculty in two or more locations to communicate with each other.

   46 Yes
   28 No (If no, please stop and return the survey.)

2. If your institution is involved in distance education programs, who administers these programs? Check all that apply.

   7 Library
   6 Information technology/computing
   30 Continuing education
   8 Institution's administrative unit
   34 Academic departments offering courses
   11 Other (please specify):
      2 Extension Center
      1 Continuing Studies
      3 Media/Instructional Support/Technology
      2 Distance Education
      1 Regional Campuses

3. If your institution is involved in distance education programs, are there consortia agreements with other institutions?

   39 Yes
   7 No

   If yes, with whom:
      1 AMCE and NTU
      3 Regional consortia
      1 Corporate sites
      4 State university system members
      7 Other colleges and universities
      1 Open Learning Agency
      2 Hospitals/prisons, other state agencies
      1 National Learning Infrastructure Initiatives (EDUCOM)

4. If yes, in what type of distance education programs is your institution involved? Check all that apply.

    32 Instructors travel to remote sites to teach
    28 Courses or portions are videotaped and displayed at remote sites
    40 Courses are taught on campus and electronically transmitted to remote sites (distance learning, interactive video)
    16 Other (please specify):
        1 Video taped courses held in library
        4 Correspondence
        2 Internet based courses
        1 Taught at remote sites and transmitted to main campus
        2 Satellite
        1 Cable TV
        1 Cooperative program development
        1 Audio, print, computer-based courses
        1 Seminar series (non-credit) courses

If your institution is involved in other distance education activities but not in distance learning (interactive video), please go to question 12.

Network Management/Technical Support (Interactive Video)

5. Does your institution have distance learning classrooms on your campus/es?

    42 Yes
    1 No (If no, go to question 12.)

6. Where are the classrooms located? Check all that apply.

    7 Library
    9 Information technology/computing
    15 Continuing education
    3 Institution's administrative unit
    24 Academic departments offering courses
    15 Other (please specify):
        5 Classrooms throughout the campus
        7 Media Service, Instructional Technology
        1 Research center off campus

7. What unit is responsible for scheduling the classrooms? Check all that apply.

- 4 Library
- 11 Information technology/computing
- 17 Continuing education
- 7 Scheduling office
- 22 Academic departments offering courses
- 3 Consortium
- 9 Combination of above (please specify):
- 11 Other (please specify):
  - 5 Shared among various sites
  - 1 Registrar (scheduling office)
  - 2 Departments offering courses
  - 1 Academic Telecommunications
  - 2 Distance Education and Instructional Support
  - 3 Media Resources/Services

8. What type of network is used?

- 21 Dedicated T1 network
- 17 Switched network

What bandwidth is used to transmit?

- 4 Full T1
- 3 1/2 T1
- 3 1/4 T1
- 16 Other (please specify):
  - 1 Fiber optic and co-ax
  - 4 Fractional T1
  - 4 Analog
  - 2 Satellite
  - 1 ISDN

9. What type of equipment is used and does it conform to H.320 standard?

Equipment	Conforms	
Codec	24 Yes	3 No
MCU	13 Yes	15 No
IMUX	13 Yes	15 No

10. Is your institution responsible for insuring proper functioning of the network?

30 Yes
5 No
1 Don't know

If yes, what unit is responsible for this activity?
2 Library
14 Information technology/computing
9 Continuing education
2 Institution's administrative unit
5 Academic departments offering courses
10 Other (please specify):
2 Media technology/AV
2 Telecommunications department
2 Continuing Education
2 Shared responsibility
1 Instructional Support
1 Video Communications Department
1 Commercial telephone service provider

11. What technical support for the network is available at your institution? Check all that apply.

31 Assistance in operation of equipment
31 Assistance in solving transmission problems
30 Assistance in communicating problems with remote sites
6 Other (please specify):
1 Technicians in Continuing Education
1 Repair
1 Beta test site for software
1 Network installation assistance
1 Instructional design, faculty development, graphics, logistics

Instructional Support for Distance Education

12. Does the library provide assistance for faculty in the development of distance education courses?

23 Yes
23 No (If no, go to question 16)

13. What instructional development services does your library provide? Check all that apply.

11 Instructional design
8 Multimedia development
9 Course redesign
5 Instructional evaluation
11 Other (please specify):
2 Videotape viewing
1 Multimedia development
3 Reserve services and bibliographic instruction
3 Bibliographic instruction

14. What orientation services does your library offer? Check all that apply.

- 11 General overview of distance education environment
- 12 Equipment operation
- 18 Internet/World Wide Web use
- 9 Multimedia development
- 6 Other (please specify):
  - 4 Bibliographic instruction
  - 1 General orientation of distance education, library support services
  - 1 Course management support

15. If the library does not provide these services where on campus are they offered? Check all that apply.

- 10 Information technology/computing
- 9 Continuing education
- 1 Institution's administrative unit
- 7 Individual departments offering courses
- 3 Other (please specify):
  - 1 Continuing studies
  - 1 Department offering the course
  - 1 University extension
  - 1 Direct contact with faculty

Library Services

16. Does your library provide library and information services for distance education courses?

- 43 Yes
- 3 No (If no, go to question 25.)

17. Is your library catalog accessible online to remote users?

- 43 Yes
- 0 No

18. Does your library allow for the circulation of library materials to distance education students at remote sites?

- 32 Yes
- 4 No
- 7 Partial, explain:
  - 1 Access to courses on tape but not general library services
  - 2 Students must come to campus
  - 1 For-credit courses only
  - 1 Interlibrary loan services

19. Does your library provide interlibrary loan service to distance education students?

35 Yes
6 No

If yes, are there any restrictions on interlibrary loan service?
29 No restrictions
1 Reduced loan periods
2 Restricted number of requests
0 Books only
3 Articles (photocopies) only

20. If interlibrary loan is available for remote site patrons, which of the following ILL services are available?

8 Remote charging
8 Telephone charging
22 E-mail requests
12 World Wide Web requests
8 Other (please specify):
2 Normal interlibrary loan procedures through other libraries
1 At regional campuses in person
1 Subsidized document delivery RUSH delivery
4 FAX or US mail

21. If interlibrary loan services are free for on-site patrons does your library charge distance education students for interlibrary loan services?

2 Yes
28 No
1 Local patrons are also charged

22. Does your library provide any of the following Reference Services to distance education students?

34 Telephone
36 E-mail
27 Scheduled "one-on-one"
15 World Wide Web
7 Other (please specify):
1 Comments function on OPAC
1 FAX
1 E-mail to liaison librarians and reference service
2 US mail

23. Does your library work with the receiving institutions to set up reserve services (either electronic or traditional) for distance education courses?

5 Electronic
18 Traditional
22 None

24. Does your library have reciprocal agreements with other libraries?

30 Yes
8 No

If yes, please describe briefly:
Various reciprocal agreements, including in-state consortia and OCLC's reciprocal borrowing program

25. Who coordinates library services with remote sites?

6 Extended campus librarian
19 Access service
7 Reference department
18 Other (please specify):
- 5 Access services departments
- 4 Reference services departments
- 9 Extension library services or distance education coordinator

BUDGET

26. If your library is involved in distance education programs, has it received any funding for the development of the programs?

13 Yes
29 No

If yes, what type?
- 4 Special funding from state or federal government
- 5 Budget adjustment from the institution
- 7 Special funding from other sources (please specify):
  State grants, foundation grants, internal reallocation

27. Does your library have a permanent budget for distance Education?

6 Yes
38 No

If yes, what items does this budget include?
- 5 Technical support
- 4 Coordination
- 4 Management
- 2 Equipment maintenance and upgrades
- 2 Additional classrooms

Responding Institutions

University of Alabama
Edmonton Alberta
Arizona State
Auburn University
Boston University
Brigham Young University
University of British Columbia
University of California, Davis
University of California, Irvine,
University of California, Riverside
University of California, San Diego
University of California, Santa Barbara
Center for Research Libraries
University of Colorado
Colorado State University
Columbia University
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University of Maryland
University of Massachusetts
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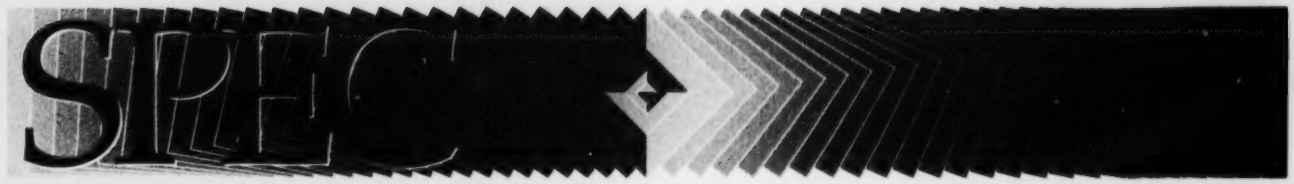
University of Miami
Michigan State University
University of Minnesota
University of Missouri
National Library of Canada
University of Nebraska-Lincoln
University of New Mexico
North Carolina State University
Northwestern University
University of Notre Dame
Ohio State University
University of Oklahoma
University of Pennsylvania
Pennsylvania State University
Princeton University
Purdue University
University of Rochester
Rutgers University
University of Saskatchewan
Smithsonian Institution
University of South Carolina
Southern Illinois University
State University of New York at Albany
State University of New York at Buffalo
Syracuse University
Temple University
University of Tennessee
University of Texas
University of Toronto
Tulane University
University of Virginia
Virginia Polytechnic Institute & State University
University of Washington
Washington University
University of Waterloo
Wayne State University
University of Wisconsin
Yale University
York University



SYSTEMS AND PROCEDURES EXCHANGE CENTER

GENERAL INFORMATION

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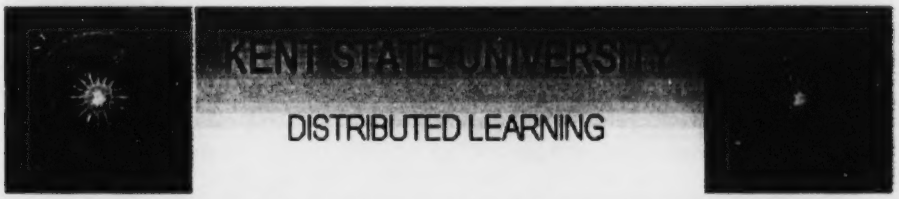

This site contains information about Kent State University's Distributed Learning programs and other cutting edge technologies that Kent State is implementing and using. Please feel free to visit this site to keep up on What's New in Kent State's Distributed Learning Program or Upcoming Events. You can also download some useful files from here.

Before you leave you may can sign our guest book and let us know what you think or request more information.

The time from the U.S.N.O. Master clock is now [redacted]

What's New

The following is a list of recent additions to our web. This section will be regularly updated.

- View some screens from Kent's first Distributed Learning classes
- New WWW links worth visiting

Back to Top

Upcoming Events

- Kent State University to unveil "The Interactive Reportere", a News Reporting simulation on CD ROM.

[Return to Home Page]
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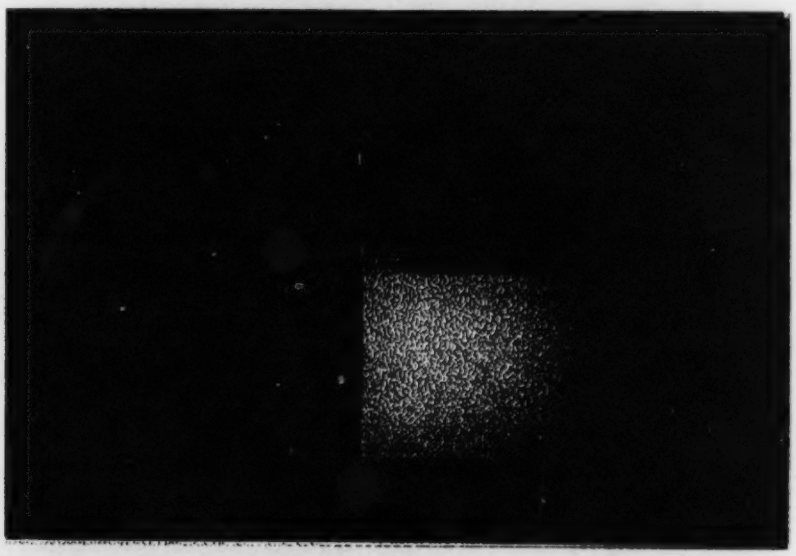
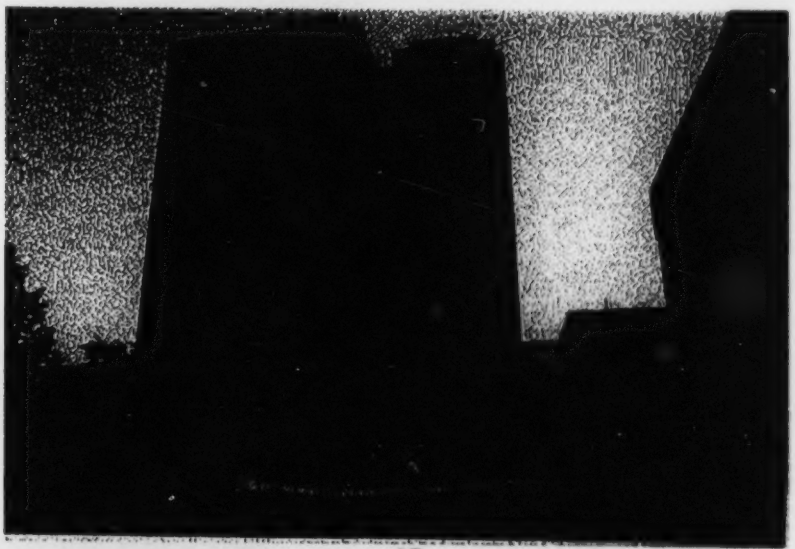
KENT STATE UNIVERSITY
DISTRIBUTED LEARNING

The Learning Technologies Center



The Kent State University LTC is a facility housing learning technologies initiatives at Kent State University. It includes a distributed learning room, an electronic classroom, a student instructional center, and a faculty multimedia development center, providing a site for research and development of innovative technological approaches to learning and teaching. The center, which was officially dedicated on April 12, 1996, during the 25th Anniversary Celebration of the Kent State University Library, occupies 3,500 square feet of space on the third floor of the Library. Issues concerning the operation of the Kent State University Learning Technologies center are addressed by the LTC Group.



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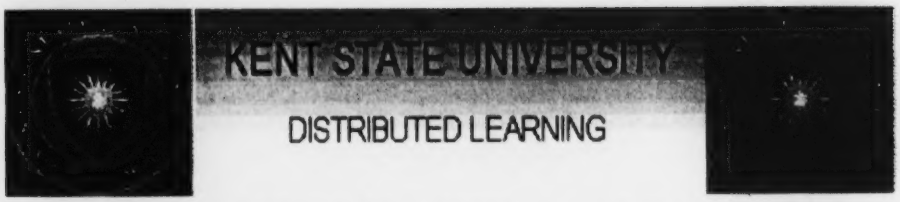

TEAM MEMBERS

This page contains contact information for all the team members of the Distributed Learning project. From here you can send e-mail to project members, or visit their personal home pages.

Administration

Dr. Don L. Tolliver - Dean, Libraries and Media Services
Dr. Rosemary R. Du Mont - Director, Office of Distributed Learning
Dr. Cathy L. Mahrle - Coordinator, Support Services

Technical Staff

Ron Brett - Network Systems Coordinator / Lead Multimedia Developer
John Atkinson - Lead Multimedia Developer
Mike Kreyche - Digital Resource Development Specialist

Faculty Liaison

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Ms. Frances Ann Freitas - Professor, Nursing, Ashtabula campus
Ms. Candace Perkins Bowen - Professor, Journalism and Mass Communication
Ms. Barbara Hipsman - Professor, Journalism and Mass Communication
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Last updated: May 23, 1996.

Southern Illinois University at Carbondale
Distance Learning Program Goals

Revised by Dale Brown, Heidi Greer, Jerry Hostetler, and Kia Malott
December 21, 1995

MISSION STATEMENT

The mission of the SIUC Distance Learning Program is to create and maintain an organized and well functioning interactive distance learning program which delivers quality courses, programs, and services to communities who would not otherwise have access; and to share knowledge, services, and resources with others through cooperative programs and networks.

GOALS

The following goals have been developed to support the SIUC Distance Learning Program, the people for which the services are being offered, and the resources that are needed to provide quality, educational services.

Goal 1: To establish administrative policies and procedures related to the function and process of the SIUC distance learning program.

Goal 2: To continue to expand the programmatic opportunities of the SIUC distance learning system.

Goal 3: To establish an effective enrollment management plan.

Goal 4: To provide instructional support and distance learning training for SIUC campus faculty and those affiliated with SICCM and SIHEC.

Goal 5: To establish a program to access and demonstrate effectiveness or quality in the classroom.

Goal 6: To continue to upgrade and expand the SIUC distance learning facilities.

Goal 7: To share knowledge and resources regarding distance learning.

Goal 1: To establish administrative policies and procedures related to the function and process of the SIUC distance learning program.

Objectives:	Completed By:
• To identify the key people and their responsibilities for each task related to the SIUC distance learning program process.	Spring 1996
• Identify all procedures involved in implementing a distance learning course or program.	Spring 1996
• Offer suggestions and recommendations for the distance learning initiative including other applicable uses for the interactive video network.	On-Going
• Develop policies and procedures for all uses of the interactive video system.	Spring 1996
• Develop a database to share network and course scheduling information and offer to establish and maintain that database for all members of the SIHEC/SICCM consortia.	Year of 1996
• Expand current relationships with members of SICCM, SIHEC, SIU School of Medicine Telemedicine, SIUE, and SIU School of Dental Medicine.	Year of 1996

Goal 2: To continue to expand the programmatic opportunities of the SIUC distance learning system.

Objectives:	Completed By:
• Identify the educational and administrative areas and audiences which lend themselves to distance learning technologies.	Spring 1996 & On-Going
• Identify community outreach opportunities with business and industry, medical agencies, social services agencies, etc.	Spring 1996
• Work with area businesses and agencies in developing program opportunities.	On-Going
• Develop relationships with K-12 educators.	Year of 1996 & On-Going
• Expand communication and cooperation with other higher education consortia groups within Illinois to expand opportunities with network connections, program offerings, and other possible services.	Year of 1996
• Explore network connectivity to agencies outside our region that include higher education institutions, military programs, and private organizations.	Year of 1996/1997

Goal 3: To establish an effective enrollment management plan.

Objectives:	Completed By:
• Promote SIUC Distance Learning Program to SICCM and SIHEC network sites.	On-Going
• Identify the types of programs that meet clientele needs (possible examples include, Graduate Programs, Undergraduate Programs, Weekend Programs, and/or Night Programs).	Spring 1996
• Conduct a needs assessment to determine the subject areas that best match people's distance learning needs.	Year 1996
• Identify the unique programs available here at SIUC and integrate them into the distance learning program to provide valuable distance learning opportunities to off-campus students.	Year of 1996/1997
• Identify the core (beginning level) courses that might offer entry into a program.	Year of 1996/1997

Goal 4: To provide instructional support and distance learning training for SIUC campus faculty and those affiliated with SICCM and SIHEC.

Objectives:	Completed By:
• Conduct general orientations about the distance learning opportunity for interested faculty.	On-Going
• Conduct workshop programs based on distance learning information and training needs.	On-Going
• Continue working with SIUC faculty who are or will be offering distance learning courses and help prepare those faculty for distance learning experiences.	On-Going
• Conduct one-on-one instructional support and distance learning training.	On-Going
• Develop a Distance Learning Faculty Handbook that is used as a tool to provide policies, procedures, and information related to distance learning.	Spring 1996

Goal 5: To establish a program to assess and demonstrate effectiveness or quality in the classroom.

Objectives:	Completed By:
• Develop a research program which systematically investigates various instructional aspects of distance teaching and learning.	Ongoing
• Develop evaluation forms to assess students' perceptions of the Distance Learning experience.	Ongoing
• Develop evaluation forms to assess instructors' perceptions of the Distance Learning experience.	Ongoing
• Work with participating faculty of distance learning courses to develop pre-tests and post-tests to assess the students' level of learning.	Ongoing
• Share research findings with SIUC, SICCM, SIHEC, and the wider academic community through presentations at professional meetings as well as publications.	Ongoing

Goal 6: To continue to upgrade and expand the SIUC distance learning facilities.

Objectives:	Completed By:
• Make recommendations to the Coordinating Committee based on current and future use.	On-Going
• Enhance system features suggested by faculty users to meet classroom presentation requirements.	On-Going
• Expand interactive video network capabilities whenever possible.	On-Going
• Integrate other emerging communications technologies (e.g., Internet access) with the interactive video system.	On-Going

Goal 7: To share knowledge and resources regarding distance learning.

Objectives:	Completed By:
• Conduct general orientations about the distance learning opportunity.	On-Going
• Conduct workshop programs based on distance learning information and training needs.	On-Going
• Provide technical training and technical assistance to end-users.	On-Going
• Conduct advanced distance learning training.	Year of 1997

The Southern Illinois University at Carbondale Distance Learning Program allows our faculty to reach students in various geographic locations, such as community colleges, high schools, health care institutions, and private sectors, to provide access to SIUC classes without having the student travel to the Carbondale campus. Distance Learning classrooms use telecommunications technology to transmit and receive voice, video, and data so that the teacher and students can see and hear one another, share information, and interact freely. The SIUC Distance Learning facilities are available for classroom instruction, seminars, workshops, and conferences.

Our Mission:

The mission of the SIUC Distance Learning Program is to create and maintain an organized and well functioning interactive distance learning program which delivers quality courses, programs, and services to communities who would not otherwise have access; and to share knowledge, services, and resources with others through cooperative programs and networks.

SIU *Southern Illinois University at Carbondale, Library Affairs*

You are visitor
[redacted]
Since May 6, 1996

Registration Information

Why might I be interested in taking an Interactive Distance Learning course?

- The types of courses offered through Southern Illinois University at Carbondale via Interactive Distance Learning are not available at community colleges.
- Many of these courses may apply to a higher degree program.
- Educational courses can enhance your existing degree.
- The convenience of Interactive Distance Learning sites, throughout the southern Illinois region, prevents unnecessary travel time and distance.

How do I know where a course will be offered?

Each Interactive Distance Learning site determines what courses are received into their classroom. This is usually decided based on course demands amd classroom availability. Contact the Interactive Distance Learning sites nearest you to find out whether the course can be received at that site.

Are there special requirements to take these courses?

Students must satisfy the prerequisite conditions of the course. If a prerequisite course is required, you must submit transcripts of your previous college work or obtain the certification of your college Registrar on the registration form. If the prerequisite is "Consent of Instructor," you must check your qualifications with the instructor at the first class meeting.

What library resources are available to me while I am registered for an SIUC course?

- Computer-Based Bibliographic and Information Services: Training sessions in searching on-line databases and library catalogs are offered throughout the semester in Morris Library and by teleconference.
- Reference Assistance: In-person contact or through "Ask a Librarian," the E-Mail reference option provided through LINKS.
- For more information, access Morris Library's home page.

How do I register for a course?

Students registering for SIUC Interactive Distance Learning courses must complete the necessary forms for Distance Learning course registration.

To obtain registration forms or for additional information, please contact the Regional Center for Distance Learning and Multimedia Development.

What happens if I need to withdraw my registration?

Students enrolled in SIUC Interactive Distance Learning Courses may receive a 100% refund prior to the Friday of the second week of classes. Contact the Office of Admissions and Records for more information.

SIUC Interactive Distance Learning Contact Information

To better serve you and the southern Illinois region, please complete this form.

For information about courses, scheduling, or registration, contact:

Heidi Greer
Distance Learning Coordinator
618-453-1018
E-Mail: hgreer@lib.siu.edu

For technical information, contact:

Kia Malott
Interactive Learning Coordinator
618-453-4653
E-Mail: kmalott@lib.siu.edu

Regional Center for Distance Learning and Multimedia Development
Morris Library
Southern Illinois University at Carbondale
Carbondale, Illinois 62901-6510

FAX: 618-453-3010

Distance Learning Multimedia Development

Regional Center

- SIHEC Active Sites
- SICCM Active Sites
- SIHEC and SICCM Active Site
- School of Medicine Site
- Future Sites to be Developed

SIU Library Affairs
Southern Illinois University
at Carbondale

Southern Illinois University at Carbondale

Distance Learning
Network Schedule Request

This form will schedule a course with the Distance Learning Network ONLY. This form does NOT automatically schedule a course with the Office of Admissions & Records. Once this request has been confirmed, all other scheduling procedures with the Office of Admissions & Records still apply. **Please, return this form to the Distance Learning Scheduling Office (Mailcode 6510).**

☐ Fall ____ ☐ Spring ____ ☐ Summer ____

Course Information

Course Number: _____ Credit Hours: _____

Course Title: _____

_____

Beginning Date: _____ Ending Date: _____

Days: Mon. Tues. Wed. Thur. Fri. Sat. Sun.

Beginning Time: _____ Ending Time: _____

Department: _____

Instructor: _____

Phone #: _____ Fax #: _____

E-mail: _____ Mailcode: _____

Location

Please prioritize any classroom preferences by ranking them (1 = first choice, 4 = last choice):

CTC 14B ____
Pulliam Hall 206 ____
Rehn Hall 12 ____
Morris Library 15 ____

Potential Receiving Sites: 1. _____

2. _____

3. _____

4. _____

Authorizing Signature: _____ Date: _____
(Department Chair)

Southern Illinois University at Carbondale
Carbondale, Illinois 62901-6632

Library Affairs
Office of the Dean
618-453-2522
FAX 618-453-3440

Distance Learning Update

Graduate Council
May 2, 1996

I. Overview

The Southern Illinois University at Carbondale Distance Learning (DL) Program enables SIUC faculty to reach students in various geographic locations such as community colleges, high schools and health care institutions, as well as the private sector (business and industry). Students access SIUC classes without traveling to the Carbondale Campus. DL classrooms use interactive telecommunications technology to transmit and receive voice, video and data so that the instructor and the student can see and hear each other, share information and interact freely. The SIUC DL facilities are available for regular classroom instruction, seminars, workshops and conferences to enhance teaching and learning on the campus.

II. Background

1. The Statewide Telecommunications Committee was formed in 1992 and co-chaired by the Illinois Board of Higher Education (IBHE) and the Illinois Community College Board (ICCB), with participation from the Governor's Office and with membership from state colleges and universities. The committee was charged to implement the IBHE "Report of the Committee to Study Underserved Areas: Enhancing Educational Opportunities" and the ICCB report, "Telecommunications: A Paradigm for the Future of Illinois Higher Education."

2. As a result of this state telecommunications initiative, $15M was appropriated for 1993-94 for wiring and equipping approximately 125 distance learning classrooms. In 1994-95, $15M was appropriated for the second year of the classroom initiative. No funding was made available in 1995-96.

3. Ten regional consortia are charged with developing local telecommunications networks and planning for the implementation of DL. SIUC is a full member of both Southern Illinois Collegiate Common Market (SICCM) and Southwestern Illinois Higher Education Consortium (SIHEC). SIUE is a member of SIHEC and joined SICCM last year. SICCM also includes John A. Logan College, Rend Lake College, Southeastern Illinois College and Shawnee Community College. SIHEC members also include State Community College in East St. Louis, Belleville Area College, Lewis and Clark Community College, Kaskaskia College and the four Illinois Eastern Community Colleges. Applications to IBHE for funding are made through the consortia and are administered through the HECA program.

4. For 1993-94, funding for SIUC was approved through SICCM and SIHEC to equip one classroom from each grant. Equipment selection decisions were made at the consortium level with SICCM selecting Norstan and SIHEC selecting British Telecom (BT). IBHE and ICCB selected a T-1 standard for telecommunications. For 1994-95, funding was approved through SICCM for two classrooms and through SIHEC for one classroom and for connecting the DL classrooms to Broadcasting Services uplink and downlink facilities. This was revised to the equipping of two SIUC classrooms, one funded through each consortium.

In SICCM, for 1994-95 thirteen new classrooms and two additional multipoint control units (MCU's) were installed, one at Rend Lake College and the other at Southeastern College. The multipoint control unit located at SIUC was upgraded to accommodate sixteen T1 ports and to allow for switched network service. SICCM currently has 29 classrooms on-line.

In the SIHEC consortia, the new DL classrooms for the 1994-95 HECA grant have not yet been installed, because the equipment has not been delivered. When all classrooms in SIHEC are completed for 1994-95, there will be a total of 27 classrooms on-line.

Switched network service will allow SIUC to go beyond the bounds of the classrooms now connected in the SIHEC and SICCM Consortia. The SICCM Technical Committee renegotiated the maintenance contract with Norstan and by using the SIUC maintenance personnel as the first point of contract for all SICCM trouble reports, maintenance costs were reduced from $300 to a $1000 per site, depending on equipment at each site. Issues with the SIU School of Medicine network have been resolved, and that network is now able to interoperate with the SICCM and SIHEC DL networks.

5. SIUC representatives are active participants in SICCM and SIHEC. Chancellor Guyon meets with the two presidents' groups and is the current chair of the SICCM presidents' group. In SIHEC, Vice Chancellor for Academic Affairs and Provost Shepherd is a member of the Steering Committee with Carolyn Snyder representing him in a number of the activities. SIUC representatives to the three SIHEC committees are Carolyn Snyder, Instruction; Roland Keim, Administrative; and Kia Malott, Technical. In SICCM, Kia Malott is the technical representative, and Carolyn Snyder represents VCAAP Shepherd in the academic group of the Telecommunications Council.

III. SIUC

1. The mission of the SIUC DL Program is to create and maintain an organized and well functioning interactive DL Program which delivers quality courses, programs and services to SIUC and to communities which would not otherwise have access; and to share knowledge, services and resources with SICCM and SIHEC member institutions through cooperative programs and the network. Library Affairs coordinates the support services and provides instructional, technical and network services.

2. The Coordinating Committee for DL and Instructional Technology was formed by VCAAP Shepherd and Carolyn Snyder in June 1994 (membership list attached). The committee reports to Dean Snyder and is charged to assist in the promulgation and recommendation of policies pertinent to the SIUC DL Initiative. In addition, the Committee will advise the Dean on campus

priorities related to technology to support improved teaching and learning. This includes:

a) Overseeing the development of a DL plan for the campus

b) Providing information to the campus on DL developments

c) Receiving reports and updates on all relevant issues, including the activities of SIHEC and SICCM; and advising the Dean and her appointees on these issues

d) Reviewing the work of subgroups

e) Examining the need for an instructional technology inventory and plan for the campus, and overseeing the development of such a plan

3. The DL Classroom and Training Subcommittee is charged to implement the classrooms and to plan and orchestrate faculty development and training in the use of classroom equipment (membership list attached). Workshops are held for faculty scheduled to teach DL courses. Orientation and information sessions are held for interested faculty, administrators and visitors to the campus.

4. Three classrooms are wired and equipped: Morris Library 15, Pulliam Hall 206 and CTC 14B. Rehn Hall 12 will be completed this fiscal year. Requests are in preparation for equipping the Lawson Hall 161 and Quigley Hall 201 classrooms. Others are being considered.

5. For the Spring, 1996 semester, 12 DL courses were scheduled to originate on the SIUC campus. Six of the courses successfully recruited students at remote sites: Electrical Engineering 225, Electrical Engineering 336, Rehabilitation 580, Air Science 202 (2 sections) and Workforce Education 502. Program offerings are a priority with a degree program initiated this semester for a southern Illinois power plant. Current program planning to utilize DL includes the Robert Wood Johnson Foundation grant for health care training, Social Work, CTC health care and office systems and an electrical and mechanical engineering degree program for a southern Illinois manufacturing plant. All DL courses have on-campus enrollment, and the

faculty scheduled to teach DL courses are utilizing the technology for their on-campus classes.

6. The SIUC DL Program has provided opportunities for the teaching faculty to more effectively utilize instructional technology. Library Affairs and others on campus associated with the DL Program have provided services to the campus and the region. The accomplishments include:

(a) Orientation and training: Library Affairs faculty and staff work on a continuing basis with SIUC teaching faculty offering DL courses. This includes technical support and assistance with production of presentation graphics and WWW materials. DL faculty and staff have conducted DL workshops for SIUE and community college faculty interested in DL.

(b) Classroom and network utilization: Orientation and training is offered on a regular basis in the use of DL classrooms. Instructors teach non-DL courses in the DL classrooms to gain experience with the equipment. Uses of the DL network have included provision of technical assistance from SIUC to SICCM and SIHEC member institutions, meetings of the SICCM and SIHEC Presidents, meetings of the Southern Illinois Learning Resource Cooperative (SILRC), meetings of the DL Coordinator and community college counselors and CTC Dental Technology Program Certification training.

(c) Collaboration with community colleges: DL workshops have been conducted at area community colleges at their request. The SIUC DL Coordinator has established communications links with community college counselors. Library Affairs personnel communicate regularly with community college DL coordinators.

(d) World Wide Web developments: An SIUC DL Home Page has been developed and will be available soon. Web sites for DL courses have been developed (as have web sites for existing campus classes). WWW bulletin board prototypes have been developed for DL classes and other campus courses. A prototype for DL Electronic Reserve has been developed and will be utilized for DL and on-campus courses.

(e) Classroom and Training Subcommittee: The Subcommittee developed SIUC DL Program Goals, a draft of the SIUC DL Faculty Handbook, DL

training programs and a DL procedures and guidelines draft for approval by the DL and Instruction Technology Coordinating Committee.

(f) Administrative: Last year DL administrative and support functions were consolidated in Library Affairs (including technical and network services). Library Affairs collaborated with Admissions and Records to streamline enrollment procedures and to establish the fee schedule for DL courses. Library Affairs collaborated with the Graduate School to streamline enrollment procedures and to establish Graduate School guidelines for DL courses.

IV. The Regional Center for Distance Learning and Multimedia Development

The Regional Center was established in the SIUC Morris Library to provide instructional support for SIUC and other SICCM and SIHEC faculty (description attached).

V. Administrative Overview

1. President Sanders' University Priority: "We shall implement by Fall 1996 plans that strengthen the University's leadership role in the areas encompassed by the SIHEC and SICCM consortia, in distributed learning, and in the building of public and private sector partnerships that address the State's workforce issues."

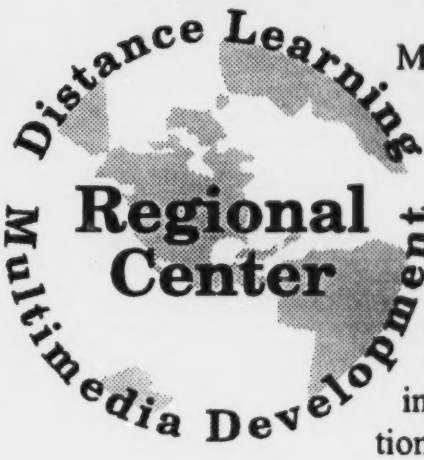
2. Vice Chancellor Shepherd's Reflections on DL: "The SIUC DL Initiative is a part of a much larger portfolio fully incorporating technology in the teaching and learning process. The campus aims to maximize the use of technology to improve the quality of instruction delivered on-campus and to enhance the student learning process. I envision that hundreds of on-campus courses will be enhanced through the addition of technology-supported multi-media components. Many of these courses, as well as others, will find their way to off-campus audiences via DL technology. Therefore, DL technology will support the delivery of quality courses to remote sites, thereby making instruction more accessible than ever before. In the long run, technology-supported delivery of intellectual content and other useful information will be more efficient and cost effective than is presently possible. If we are to remain competitive in the higher education

domain and produce graduates who will be competitive in the workplace, we must commit to a state-of-the-art information technology infrastructure. The DL effort is one important component of this larger commitment. The application of technology to support high-quality instruction opens new vistas of opportunity for faculty creativity in addition to the potential for improved learning by students. The verdict is still out on all of the possible advantages of DL, but everyone must agree that the potential is exciting. I look forward to working with the faculty and staff to fully exploit the application of technology to support excellence in teaching, research and service at SIUC."

If you have questions or suggestions concerning DL or instructional technology support, please contact Carolyn Snyder or Jerry Hostetler.

Regional Center for Distance Learning and Multimedia Development

The *Regional Center for Distance Learning and Multimedia Development* located in Morris Library provides group seminars, individual assistance, and an equipped facility for SIUC and other SICCM and SIHEC teaching faculty who wish to develop multimedia products for distance learning, classroom, and individualized use. The *Regional Center* is a cooperative activity with the Southern Illinois Collegiate Common Market (SICCM) and the Southwestern Illinois Higher Education Consortium (SIHEC).



Multimedia and instructional technology are a focus of *Regional Center* activities. Training concentrates on assisting teaching faculty in adapting specific curriculum to technology and the unique aspects of interactive video (distance learning) classrooms. Considerable interest has been generated, and significant progress has been made in training in distance learning applications of multimedia and emerging technologies (Internet/World Wide Web applications, for example).

Expertise in developing multimedia and presentation products, development of web-based course home pages and electronic reserves exists throughout SICCM/SIHEC member-institutions. The *Regional Center* serves as a clearinghouse for access to this expertise. While individual community colleges provide training on the local level, the *Regional Center* serves as the vehicle for a regional special interest group. The major function of this communication group is the sharing of ideas, identification of needs, and the development of future goals. It also serves as the means for exploring statewide cooperative efforts among Illinois' higher education consortia. For additional information, contact Carolyn A. Snyder, Dean, Library Affairs or Jerry Hostetler, Head, Instructional Support Services.

COORDINATING COMMITTEE FOR DISTANCE LEARNING AND INSTRUCTIONAL TECHNOLOGY

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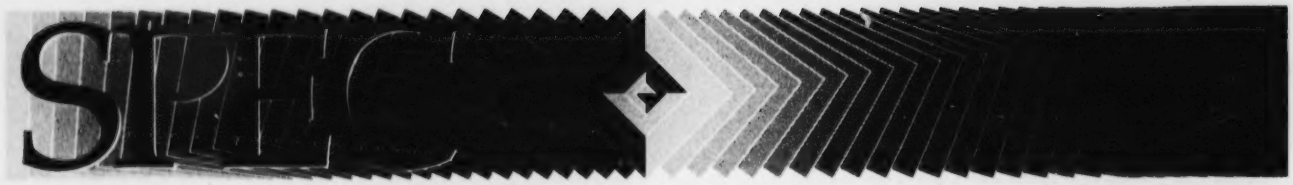
Richard Crowell	Continuing Education	3-5670
John Grant	Marketing Department	3-4341
Heidi Greer	Library Affairs	3-1018
Phillip Hejtmanek	Broadcasting	3-4343
Jerry Hostetler, Chair	Library Affairs	3-1010
Candis Isberner	Broadcasting	3-6171
Robert Jensen	Liberal Arts	3-2466
Kia Malott	Library Affairs	3-4653
Jim Orr	Engineering	3-7989
Fred Reneau	Workforce Ed & Develop	3-3321
Thomas Thibeault	Foreign Language Lab	3-5412
Mary Wright	Mathematics	3-6582



SYSTEMS AND PROCEDURES EXCHANGE CENTER

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  - information about Libraries and Media Services' Departments and Regional Campus Libraries
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created by LMS Web Team
send comments to Erica Lilly, Electronic Information Services Coordinator
updated 4/5/96

LIBRARY SERVICES TO UNL DISTANCE EDUCATION STUDENTS

University Libraries
University of Nebraska-Lincoln
December 1995

The University Libraries of the University of Nebraska-Lincoln provide service to UNL distance education students. There are three major components of the Libraries' distance education program -- remote access to electronic resources, liaison librarian contact for the provision of reference assistance and instruction, and delivery of materials.

REMOTE ACCESS

Remote access to electronic resources is key. Distance education students can access the Libraries' Innovative Research Information System (IRIS) via a University affiliated computer account. IRIS provides access to the online public access catalog (UNL Libraries Catalog), *Expanded Academic Index*, *UnCover*, *Specialized Databases Network*, *Internet Gopher*, GPO Wais (selected Federal resources), World Wide Web, and Nebraska Library Catalogs. The menu of electronic resources is continually expanding and changing.

LIAISON LIBRARIANS

Within the University Libraries, liaison librarians are assigned to work with academic departments. The liaison librarian responsible for your subject area provides instruction in various electronic resources and traditional reference materials. The liaison librarian can help you identify sources for your research and assist you in starting your research.

Your liaison librarian can also conduct a computer search upon request. By accessing remote online databases, the librarian retrieves titles of journal articles and other citations, and sometimes also abstracts, on the topic of your choice. There are costs involved with a librarian-assisted search, depending on the databases searched.

General reference service is also available via: **infomail@unllib.unl.edu** This e-mail address is checked twice a day, Monday - Friday. Responses will generally be sent within 24 - 48 hours.

DELIVERY OF MATERIALS

The Interlibrary Loan Office handles deliveries of materials to distance education students.

To use these services, you must have a current library card; to receive a card, complete a Distance Education User Information form and return it to the University Libraries. Contact the Distance Education Coordinator for a copy of this form. The form is also available in the NUserv Catalog. The Libraries will send a laminated library card to you.

You may place interlibrary loan requests electronically via **getform@unllib.unl.edu**, by fax, or mail. You must fill out an interlibrary loan request form for each item you need. The Interlibrary Loan Office hours are Monday - Friday, 8:00 a.m.-5:00 p.m. Central time. Interlibrary Loan Office phone number is (402) 472-2522.

If you want to borrow materials only from the UNL collection, indicate that on the request form. Generally, turnaround time for UNL materials is two weeks from the day Interlibrary Loan receives the request until you receive the item.

The checkout period for books borrowed through Interlibrary Loan from the UNL Libraries is four weeks. Books will be sent to a downlink site for you to pick up, as Interlibrary Loan does not supply books directly to borrowers. Photocopied materials will be sent directly to you via fax or U.S. mail.

UNL Interlibrary Loan can also borrow materials from

other libraries. You will need to allow an additional 2 to 3 weeks for materials located at libraries other than UNL.

WHEN ON THE UNL CAMPUS

When you visit the University campus, you are welcome to use the collections of the University Libraries. Love Library, the main library, is located at 13th and R streets. The library system also includes nine branch libraries, including C.Y. Thompson Library on East Campus.

We encourage you to stop in and meet your liaison librarian and the Distance Education Coordinator. Appointments made in advance are recommended but are not required.

Since you are taking classes through UNL, the UNL Libraries should serve as your primary research facilities. However, you also have other resources to utilize. The UNL library card also serves as identification should you wish to use the services available at 32 reciprocal borrowing institutions in Nebraska. Consult the Reciprocal Borrowing handout for details. Also, it is important to realize that the reciprocal institutions represent several different types of libraries, with different resources and levels of service. Few, if any, may meet all of your needs.

HELPFUL HINTS

- Check IRIS for availability of materials. Some materials may not be available as they are already checked out.
- Be sure to state the specific name of your downlink site when requesting materials.
- Obtaining materials for research takes time. Plan ahead, and allow time for your requested materials to be delivered to you.
- During semester breaks and summer, library hours vary. Consult the "Hours and Calendar" handouts for Love Library and the branch libraries.

If you have comments or suggestions about the Libraries' service to distance education students, contact Kate Adams, Distance Education Coordinator, **katea@unllib.unl.edu** or (402) 472-2560.

Information on this sheet is periodically updated and revised by staff at the University Libraries, University of Nebraska-Lincoln. If you have questions concerning this information, please contact Kate Adams, (402) 472-2560, or e-mail: katea@unllib.unl.edu

The University of Nebraska-Lincoln, an Affirmative Action/Equal Employment Opportunity Employer, supports equal educational opportunity and offers educational programs without regard to age, sex, race, handicap, color, national or ethnic origin, marital status, veteran's status, religion, or sexual orientation.

University Libraries
University of Nebraska-Lincoln
Library Services to UNL Distance Education Students
Spring Semester 1996

Contact your Liaison Librarian:

- Educational Administration/Curriculum & Instruction

Kevin Spradlin, Interim — kevins@unllib.unl.edu (402) 472-2525

- College of Journalism and Mass Communications

Jeanetta Drueke — jeanetta@unllib.unl.edu (402) 472-2525

- Business Administration

Tracy Bicknell-Holmes — tracyb@unllib.unl.edu (402) 472-2554

- Engineering

Alan Gould — alang@unllib.unl.edu
Larry Thompson — larryt@unllib.unl.edu (402) 472-3411

- College of Human Resources and Family Sciences

Rebecca Bernthal — rebecca@unllib.unl.edu (402) 472-4404

- Distance Education Coordinator

Kate Adams — katea@unllib.unl.edu (402) 472-2560

Electronic services include:
Dial into your e-mail account and choose "Libraries" from the main menu to access the UNL Libraries Catalog, Expanded Academic Index, UnCover, Specialized Databases Network, the Internet, and more.

infomail@unllib.unl.edu for reference assistance

circ@unllib.unl.edu to renew checked-out materials

getform@unllib.unl.edu to request a blank interlibrary loan form

Other ways to reach us if you have questions about our services:

Reference Desk	(Love Library)	(402) 472-2848
Interlibrary Loan		(402) 472-2522
Fax		(402) 472-5131

Service hours among the University Libraries may vary. Interlibrary Loan office is open Monday - Friday, 8 a.m. to 5 p.m., Central Time.

The University of Nebraska-Lincoln, an Affirmative Action/Equal Employment Opportunity Employer, supports equal educational opportunity and offers educational programs without regard to age, sex, race, handicap, color, national or ethnic origin, marital status, veteran's status, religion, or sexual orientation.

New Card ____ Renewal ____

UNL Libraries
Distance Education User Information

PLEASE PRINT CLEARLY

Date _____

NAME _____
LAST FIRST M.I.

SOC.SEC.# __ __ __ - __ __ - __ __ __ __ STATUS: ___UNDERGRADUATE
___GRADUATE

PROGRAM ENROLLED IN: _____

REMOTE CAMPUS: _____

HOME ADDRESS:

STREET _____ CITY _____

ZIP CODE _____ PHONE (____)_____

PLEASE MAIL COMPLETED FORM TO: CIRCULATION SERVICES, LOVE LIBRARY, UNL, LINCOLN, NE 68588-0410

NOTE: This information will be used to update your library record. New users will be issued a library card, sent to the above address.

(circ 4/95)

UNL LIBRARIES DISTANCE EDUCATION
LOAN / ARTICLE PHOTOCOPY REQUEST

Interlibrary Loan, Love Library 402-472-2522 (voice) 402-472-5131 (fax)

Check One: ☐ *Search UNL Only* ☐ *Search Outside UNL*

Dist. Education Downlink Site:
Library Card/ID #:
Dept/Major:
Name:
Address:
Zip Code:
Daytime Phone #:
Status: *UNL Fac* *UNL Grad* *UNL Undergrad* *Other*

One item per request form only.

This is a (circle 1): *journal article* *book* *dissertation/thesis* *other (specify)*
Did You Check IRIS: *Y / N* **Does UNL Own:** *Y / N* **Call #:**

For Library Use Only							
	NBU		UNM		UNCOVER		CCC
CASSI	v.	p.	NST	yr.	v.	p.	
ULRICH'S	v.	p.	NUC	yr.	v.	p.	
SAVEIT #							
LENDING NOTES:							
REF							
OCLC BIB #							
LOCS							
OCLC IL#							

ARTICLE PHOTOCOPY -- Photocopies are mailed to the patron unless otherwise noted.

Journal Title:				
Vol:	**Issue #:**	**Month/Year:**	**Pages:**	**Author of Article:**
Title of Article:				

LOAN -- Books and other returnable material can only be delivered to the Downlink Site.

Author:			
Title:			
Series Title:			
Publisher:	**Place of Publication:**	**Date:**	**This Edition Only ?** *Y / N*

Language Pref:	**Will You Accept Microform?** *Y / N*
Source of Reference:	**I can't use this material after** (specify date):
I am willing pay up to (circle one): *$0* *$5* *$10* *$15* *$25*	**I am authorized to use Dept Acct #:**

Notes:

Please read and sign this copyright agreement.

The copyright law of the U.S. (Title 17, U.S. Code) governs the making of photocopies or the reproduction of copyrighted material. Under certain conditions specified in the law, libraries and archivers are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

I will abide by the copyright law, payment terms, and other terms stated above.

Date: _____ **Signature:** _____

8/30/95 DERQST.WPS, DERQSTBX.WPS

What is *U-STUDY*?

U-STUDY is the service to support Off-Campus Library Services and has three main components:

- **Mail Service** which is available to all students and faculty either registered in or teaching off campus courses and not residing in Saskatoon.
- **Reference Service** providing factual and bibliographical information, book reviews, instructions on how to set up footnotes and bibliographies, library orientation and other library services.
- **Computer Access** to databases providing free automated searching of library catalogues and other information resources. Computer terminals are located at the following sites:

• *Duck Lake*	St. Michael's College
• *Kindersley*	Public Library
• *La Ronge*	Northlands College NORTEP
• *Melfort*	Public Library
• *Muenster*	St. Peter's College
• *North Battleford*	North West Regional College
• *Prince Albert*	SIAST Woodland Institute Library
• *Yorkton*	Public Library Parkland College

U-STUDY

Who Can Use This Service?

U-STUDY is available to those students not living in Saskatoon who are registered in courses administered by the University's Extension Division. These include:

- **Independent Studies Courses**
- **Off-Campus Face-to-Face Courses**
- **Televised Courses**
- **Multi-Mode Courses**
- **Certificates in Agriculture (CAP)**
  Prairie Horticulture Certificate Program (PHC)

Faculty who teach off-campus students are entitled to the same services.

U-STUDY

University of Saskatchewan Off-Campus Library Services

U-STUDY Off-Campus Library Services

How Do I Use *U-STUDY*?

If the material you want is not available in a collection located near your home, you can obtain it directly from the University of Saskatchewan Libraries. If you know the author and title of a specific book or journal article, or if you need information on a topic, you can request it by writing, phoning, faxing or e-mail:

- *U-STUDY* Library Service
  University of Saskatchewan Libraries
  Circ. Dept. - Rm 145 Main Library/Murray Building
  3 CAMPUS DRIVE
  SASKATOON, SK S7N 5A4
  Phone: 306-966-5958 (you may phone collect)
  Fax: 306-966-6040
  E-mail: Occmill@Sklib.usask.ca

For Education courses contact:

- *U-STUDY* Library Service
  Education Library
  University of Saskatchewan Libraries
  Room 2003 Education Bldg.
  28 CAMPUS DRIVE
  SASKATOON, SK S7N 0X1
  Phone: 306-966-5985 (you may call collect)
  Fax: 306-966-8719
  E-mail: Edoccmill@Sklib.usask.ca

Be sure to identify yourself, including the course in which you are registered and your student number. Be as specific as possible with subject requests. Library staff must know how you intend to approach your paper before they can provide the information you need.

Author/Title and Subject request forms are also available from *U-STUDY* in the Main and Education Libraries, and from the Independent Studies Office, Extension Division.

Other Information

- ✔ You are entitled to up to 3 books and 5 journal articles per topic.
- ✔ The loan period is four weeks from the charge out date.
- ✔ If the specific book you request is not available, the Library will substitute another title if possible.
- ✔ There are no photocopying charges to off-campus students and faculty and you will receive post-paid return labels for the materials you borrow.
- ✔ Be sure to allow plenty of time for Library staff to search, photocopy and mail the items. It usually takes about a week between the time the Library receives the request and the time you receive the material. The busiest times of the year for Library staff are mid-October to early December and late February to early April. Take this into consideration when planning your assignment schedule.
- ✔ Be aware that off-campus students are not exempt from fines for overdue materials.

Use of the Library In-Person

Students registered in classes given on campus (including students who commute from centres outside Saskatoon) are required to use the Library collections and services in person. All off-campus students and faculty are, however, encouraged to spend some time in the Library to become aware of the range of resources and services and to enable you to more effectively request material by mail. It may also be necessary to visit the Library to utilize journals, microforms, government publications, and special collections.

To borrow materials in person a valid borrower's card is necessary. Students and faculty may obtain a card by presenting proof of registration or proof of employment at the check-out desks of either the Main or Education Libraries.

Items borrowed in person may be returned by mail. Pre-paid mailing labels are available upon request.

U-STUDY

Off-Campus Library Service
Subject Request Form

Phone: (306)966-5958 (Collect)
FAX: (306)966-6040
E-mail: OCCMILL@Sklib.USask.CA
Mail: U-Study Library Service
Main Library, Rm. 145
University of Saskatchewan
Saskatoon, SK
S7N 0W0

Please Print or Type

Date: _____ **Requester:** _____
(Surname First)

Course Name and No.: _____

Course Location: _____ **Instructor:** _____

Length of Assignment: _____ **Due Date of Assignment:** _____

Student or Library Card No.: _____

Mailing Address: _____

Postal Code: _____

Telephone: **Day:** _____ **Evening:** _____

No. Called From: _____

Microfiche Reader Available:
YES NO

Staff Use Only:

Received by:
Mail Fax
Phone (Collect)

Materials Sent:
Book Article

Date(s) Sent:

Outline of Assignment (Be as specific as possible)

List of Books and/or Articles Already Used:

(Continue of back if necessary.)

[c:\...forms\ustudy.sub]

U-STUDY

Off-Campus Library Service
Author-Title Request Form

Phone: (306)966-5958 (Collect)
FAX: (306)966-6040
E-mail: OCCMILL@Sklib.USask.CA
Mail: U-Study Library Service
Main Library, Rm. 145
University of Saskatchewan
Saskatoon, SK
S7N 0W0

Please Print or Type

Date: _____ **Requester:** _____
(Surname First)

Course Name and No.: _____

Course Location: _____ **Instructor:** _____

Length of Assignment: _____ **Due Date of Assignment:** _____

Student or Library Card No.: _____

Mailing Address: _____

Postal Code: _____

Telephone: **Day:** _____ **Evening:** _____

No. Called From: _____

Microfiche Reader Available:
YES NO

Staff Use Only:

Received by:
Mail Fax
Phone (Collect)
Materials Sent:
Book Article
Date(s) Sent:

Please send the following Books:

(See reverse for Journal Article Requests)

1) **Author(s) or Editor(s):** (Surname first) _____
Title: _____
Year/Edition: _____
Library Call #:

2) **Author(s) or Editor(s):** (Surname first) _____
Title: _____
Year/Edition: _____
Library Call #:

3) **Author(s) or Editor(s):** (Surname first) _____
Title: _____
Year/Edition: _____
Library Call #:

Journal Article Requests

4) **Author(s) of Article: (Surname First)** _____

Title of Article: _____

Title of Journal: _____

Vol. No.: _____ **Issue No.:** _____ **Year:** _____ **Page(s):** _____

Library Call #:

5) **Author(s) of Article: (Surname First)** _____

Title of Article: _____

Title of Journal: _____

Vol. No.: _____ **Issue No.:** _____ **Year:** _____ **Page(s):** _____

Library Call #:

6) **Author(s) of Article: (Surname First)** _____

Title of Article: _____

Title of Journal: _____

Vol. No.: _____ **Issue No.:** _____ **Year:** _____ **Page(s):** _____

Library Call #:

7) **Author(s) of Article: (Surname First)** _____

Title of Article: _____

Title of Journal: _____

Vol. No.: _____ **Issue No.:** _____ **Year:** _____ **Page(s):** _____

Library Call #:

8) **Author(s) of Article: (Surname First)** _____

Title of Article: _____

Title of Journal: _____

Vol. No.: _____ **Issue No.:** _____ **Year:** _____ **Page(s):** _____

Library Call #:

UNIVERSITY OF SASKATCHEWAN

U-STUDY:

Off Campus Library Services Handbook

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University of Saskatchewan
Libraries'

BORROWING REGULATIONS
(as applied to U-STUDY)

In order to maximize the use of, and access to, all materials and resources owned by the University of Saskatchewan Libraries, the following borrowing are in effect.

BORROWING PRIVILEGES
All registered students, faculty and staff at the University of Saskatchewan are eligible to borrow materials from any branch of the University of Saskatchewan Libraries. Person not affiliated with the U of S are eligible for an "external borrower's card" upon payment of an annual fee (see brochure on external borrower regulations).

LIBRARY CARDS
Full-time students, faculty, and staff are required to present a validated University of Saskatchewan I.D. card for the purpose of borrowing material or for requesting access to other library services. Part-time students, external borrowers, and U of S affiliates will be issued a library card at the Circulation Desk. Lost or stolen I.D. or library cards should be immediately reported to the Circulation Desk to protect against unauthorized borrowing. There is a $10.00 fee for replacing lost, stolen, or damaged library cards.

LOAN PERIODS-GENERAL COLLECTIONS:
BOOKS:
Monographs may circulate for 3 weeks [note: U-STUDY users have for 4 weeks to account for mailing distances]. All borrowers are guaranteed a loan period of 7 days, after which the item is subject to recall by another borrower. Two renewals are permitted, providing no other requests have been placed on the title. Books are subject to an overdue fine at the rate of $0.50 per day to a maximum of $25.00 per item.

EXTENDED LOANS:
Faculty, staff, and graduate students receive an extended term loan on any item which circulates for 3 weeks. At the end of the extended loan period, items must be renewed in person or returned. Items on extended loan are subject to recall after the initial 7 day guaranteed loan period. Overdue items are subject to a fine of $.0.50 per day to a maximum of $25.00 per item.

FINES:
Library fines and replacement costs may be paid at any branch of the U of S Libraries.

GENERAL
When library materials are borrowed, a date due slip is inserted into the book pocket. This constitute the first date due notice. If the item is not returned by the date due, the library will assume the item is missing and will apply the replacement sanctions as outlined on the following pages.

INTRODUCTION

The University of Saskatchewan Libraries' **U-Study** program is intended to support the University's Extension Division courses. These course include home study or independent study courses, courses taught by travelling or locally based-instructors, courses taught by television or by a combination of the above known as multi-mode meaning -independent-with telephone-tutoring-and-on-site visits. Anyone registered in these courses and who is not located within Saskatoon is entitled to request library materials through the **U-Study** program. In addition those students enrolled in the Saskatchewan Urban Native Teacher Education Program (SUNTEP) are also able to request library support from **U-Study**.

This handbook goes through the basic steps for writing a research paper and then goes on to describe U-SEARCH, U of S Libraries Information System, which includes the Catalogue and various indexes to magazine or journal articles available though INFOACCESS databases..

The University of Saskatchewan and especially the Libraries' U-Study program supports the concept of lifelong learning. To facilitate lifelong information gathering skills, we encourage you to do as much of your own research as possible. To that end the U-Study program has located microcomputers with modems at the program sites listed below to enable students to conduct their own searches using the U-SEARCH service.

Kindersley	Kindersley Public Library
Lac La Ronge	Northlands College AND NORTEP
Melfort	Melfort Public Library
North Battleford (N.B. Composite High School)	Northwest Regional College
Prince Albert	SIAST Woodland Institute Library
Yorkton	Parkland Regional College AND Yorkton Public Library

In addition, you will find some reference books at these locations and the *U of S Libraries List of Serials* which will indicate which journals are available at U of S Libraries and can be requested through U-Study.

It is also possible to connect to these services directly if you have your own computer and a modem. In order not to incur long distance charges you may use DATAPAC. You will find the phone number for the nearest DATAPAC Dialport in your local phone directory and instructions for using this at the end of this handbook , see *Remote Login Procedures.*

RESEARCH PAPERS/TERM PAPERS - A GUIDE

1. **Understand the assignment.**

   For example, your instructor has asked the class to write in the area of assessment and a learning disability. Make sure you know what is meant. For example, be sure you are covering your topic from the right subject perspective. Are you focusing on a clinical, research or administrative perspective? Will you be addressing the points of view of the patient, the teacher, school administrative bodies, or school counsellors or school psychologists? What about the cultural and individual differences of the disabled?

   You then need to make sure you understand how long the paper has to be, when it is due, and how it fits in with your other assignments.

2. **Do some general background or foundation reading on the topic.**

   There are a number of places where you can begin your research. Your textbook may have a chapter on the topic with a bibliography of further readings. There may be other books available dealing with different aspects of the topic. You will be expected to read some current journal articles to broaden your understanding of present practices and to help support any position you may take.

   General background information can be found in encyclopedias such as *Encyclopedia Britannica*, *World Book Encyclopedia*, or even from popular magazines or journals such as *Maclean's*, *Newsweek*, or *Time*. However be warned that most professors, instructors, and markers will be looking for **scholarly** sources - magazines such as *Journal of the Canadian Medical Association* or *Physical Therapy*. These journals are considered scholarly because all article include references consulted during the research process. Magazines or journals such as *Maclean's* or *Time* do not provide lists or bibliographies of sources consulted and are therefore considered non-scholarly. Many instructors will down-grade papers which rely too heavily on nonscholarly materials. Remember to consult with your instructor as to other possible sources.

3. **Subdivide your topic.**

   As you read to gain a general understanding, you will see that there are some more specific areas under the broad subject area of the "disabled" and "assessment" . These might include:

   - definition(s) of disabled and/or disadvantaged
   - health promotion concepts
   - the assessment techniques for the disabled
   - the role of public education and community support
   - socioeconomic factors associated to the disabled

4. **Narrow your topic and formulate a thesis statement.**

You should be able to express your goals for your paper in one or two sentences. For example:

The purpose of this paper is to evaluate the effectiveness and impact of various assessment tools currently being employed on disabled students.

5. **Do research in the library.**

At this point you are ready to start gathering research materials more specifically focused on your thesis statement. It is suggested that you formulate a list of the kinds of materials you might want. For example for "assessment techniques", do you want books AND journal articles? Do you need to know an "official' definition of "disabled"? Do you wish to compare and contrast it with the "socially accepted" phrase "physically disadvantaged"?.

Once you know what kinds of information you need, then you can go to the "library" to gather research materials and references. The "library" might mean sitting down at a computer terminal to find out what information is available in the U of S Library system.

Through U-SEARCH, the U of S Libraries Information System, you will be able to find what books are available on your topic and also which journal articles would be useful. U-SEARCH enables you to use several computerized databases, or lists of information.

Mostly you will be using the Catalogue to find out what books and journals are owned by the U of S Libraries relevant to your topic and the indexes of INFOACCESS to locate journal articles. How to use of both of these is discussed further on in this handbook.

6. **Make an outline.**

After you have gathered the information together make an outline of what you intend to write. There should be a minimum of four sections:

Introduction which describes the purpose of the paper (thesis statement)

Body which presents the arguments and evidence in favour of your thesis.

Conclusion which sums up the points of your paper

Bibliography which itemizes the resources consulted.

7. **Support your position using library research**

Some considerations when writing the first draft:

- How much information do you need?
- Will articles be enough or should you include some books?
- Should you use material from special areas such as government publications?
- Is the information reliable? Did the author provide a list of references used?
- Is there a bias in the information? Is the author's point of view clearly stated?
- How current is the information? Should you narrow your search to include just materials published in the last few years?

8. **Write a first draft.**

9. **Review and revise the draft.**

Make sure your arguments follow a logical progression and that they are backed up with complete and correct references. Eventually all references will comprise your reference list of consulted sources commonly referred to as the Bibliography.

10. **Put the paper in final form and prepare your reference list.**

Typed, double-spaced essays with complete and comprehensive referencing will be received far more sympathetically than cramped, hand written illegible efforts. The manner under which your consulted reference source are described is commonly considered "style". The choice of "style" is the instructor's and is dependent upon most cases upon the discipline area. The style provides examples of the proper way to cite references for footnoting and/or in preparing your list of consulted references or your bibliography. All references consulted or employed during the preparation of your paper should be noted and they should be noted in the proper format or style..

For example, the style manual to be used by students in Psychology or associated Health disciplines is the *Publication Manual of the American Psychological Association. 4th ed.* Within Literature areas the accepted style is *The MLA Handbook.* A standard Humanities/Social Sciences style is *The Chicago Manual of Style . 14th ed.*

11. **Proof read and submit.**

U-SEARCH - U of S Libraries Information System

U-Search provides easy access to all of the Libraries' electronic information services -- the catalogue, other library collections on campus and around the province, journal indexes, and much more. You will probably be usually using the Catalogue and some of the journal indexes on INFOACCESS and the use of these will be described in greater detail in this section.

The initial screen of U-Search (home page) looks similar to what you see below:

THE CATALOGUE
Search for items owned by the U of S Libraries

U-SEARCH is the collective name for all of the electronic information services provided by the U of S Libraries. These include:

- ***Government Publications and Special Collections***
- ***Indexes to journal and newspaper articles***
- ***Data Services***
- ***University of Saskatchewan Information***
- ***Internet world***

SUBJECT ACCESS
Search for information by subject

LIBRARY INFORMATION
Circulation policies, Interlibrary Loans, U-STUDY, Library Facts, Library Hours, etc.

```
Commands: Use arrow keys to move,'?'for help,'q'to quit,'←'to go back
 Arrow keys:Up and Down to move. Right to follow a link; Left to go back
H)elp O)ptions P)rint G)o M)ain screen Q)uit /=search [delete]=history list
```

The items in bold and italics in the above sample screen are called **links.** As directed, you move around these using the up and down arrow keys and when you are on a link you wish to select, you hit the right arrow key. This takes you to another page of information and you can continue in this way making choices. To get back to the initial or main screen, also called home page, you can hit the left arrow key several times or use **m** as directed. Typing **h** for help will give you additional useful information to help you get around in U-SEARCH. Once you are in an application, such as the Catalogue, these commands **no longer apply.**

As stated before, you will most likely be using the Catalogue and journal indexes on INFOACCESS and these will now be discussed in more detail.

CATALOGUE

Home screen:

Welcome to
The University of Saskatchewan Libraries
Catalogue

You may search for library materials by any of the following:

W > WORDS
T > TITLE
A > AUTHOR
S > SUBJECT

C > CALL NO.
N > ISBN/ISSN/MUSIC NO.

R > RESERVE LISTS

V > VIEW your circulation record
D > DISCONNECT

Choose one (W,T,A,S,C,N,R,V,D)

There is a new library computer system at the U of S this year. It runs on software from Innovative Interfaces Inc. and it is sometimes referred to as Triple I (III). This system does what the old one (GEAC) did, but much faster, plus it can do things which were not possible before: combining keywords in a search; limiting items to a particular location or year, location, or type of material; viewing item already signed out to you; downloading or printing.

It is a `user friendly' system meaning that if you follow the instructions on the screens you will be able to do effective searches. Menu options are activated by hitting the initial letter of the desired activity. Most searches are completely self explanatory:

A for **Author** search
T for **Title** search
S for **Subject** search using **LCSH** (Library of Congress Subject Headings)

Users will also discover that it is possible to further "**L**"imit the above searches by additional criteria such as Subject, Author, Title, Location, Material Type, Date of Publications, etc. Again users should pay close attention to the "On Screen" instructions.

What is new is:

W for **Word** search, meaning looking for the specified "word" anywhere within the Title or Subject or Table of Contents/Notes areas. Users should

pay particular attention since this will not retrieve any personal names for authors except when they have been used as the "subject" of the book.

The best way to discover what all search functions do is to try them out.

There are two aspects that merit further discussion: Boolean searching and Exporting

Boolean Searching

This refers to the practice of combining words in the **Word search** with ***and, or , no*** *(not)*. Care must be taken to use them correctly. Suppose you wanted books dealing with either the philosophy or theory of nursing. You might be tempted to do a Word search using the following phrase: philosophy **or** theory **and** nursing.. What you would get are books dealing with nursing and theory with either term occurring in either the title, subject, or notes areas. It would then add in every book books dealing with philosophy. This is probably not what was wanted which was books dealing with either the philosophy of nursing or the theory of nursing.

Therefore when using boolean operators "and", "or", "no" in the **Word** search the search statement should the same thing on both sides of the "or". Another way to think of this is that the major element being searched should be on the left of each portion of the search statement with each portion being equal in its right-hand limiting words. Thus "nursing and philosophy **or** nursing and theory". It should also be pointed out that in **Word** search the * handles **Truncation** or all word ending variations. Finally in **Word** search, 2 terms with a space between then is an "implied" "and". The best possible search for the topic would look like: **nurs* philosoph* or nurs* theor***.

The same applies when using the **Limit** in **A**uthor, **T**itle, and **S**ubject search options. A good rule of thumb is: if ever you don't understand why you are getting strange results than expected - first check your typing and second check wording of your search statement. Also while the main search in these areas will accept variant word ending, there is no truncation allowed when applying a "L"imit - the limiting words MUST be spelled out EXACTLY and PRECISELY.

Exporting

The Catalogue permits you to save and download records to your own computer or diskette. Even though this is the case, certain locations may not permit this. Check the rules where you use the computers. If you are allowed the procedure is quite straightforward. As you see a record, or list of records you wish to export, you choose **E** from the list of options. When you have finished all your searching, you choose **N** for a new search and on the Main Menu you will see a new item, EXPORT/VIEW save list. Choose this and follow directions (choose T to output in text format). When you are told to Turn Capture On, the procedure will depend entirely on the type of communications software which is being used by that computer. You will need to familiarize yourself with the Capture procedure for the computers you use to reach U-SEARCH and find out

how to get the file saved where you want it to be. Whatever it is, be sure to turn it off when you have finished and to clear the saved items. The captured records can be brought up using any word processing package. This is a useful feature because when requesting material you will have accurate references.

THE CATALOGUE WILL NOT FIND JOURNAL ARTICLES. IT WILL ONLY TELL YOU IF WE OWN THE JOURNAL

INFOACCESS

INFOACCESS as it was known previously is not reached through **U-Search**. Instead, selected parts of it can be chosen. INFOACCESS is a system for searching databases listing references to journal articles, government publications, pamphlets, books etc beyond those listed in the Catalogue. If you want to look for articles in Social Work journals, you would choose *Indexes to journal and newspaper articles*. When you chose *Health* from the next list of choices presented to you will see:

INDEXES : Health

Indexes for Health

* *CINAHL* - Cumulative Index to Nursing and Allied Health Literature, 1983 - present (INFOACCESS software, login as CINAHL)
* *Canadian Business and Current Affairs*, 1982 - present (INFOACCESS software, login as CBCA)
* *General Science Index*, 1988 - present (INFOACCESS software, login as GSI)
* *PsycINFO*, 1984 - present
* *U of S Government Publications* (INFOACCESS software, login as GOVPUB)
* *U of S Libraries Catalogue* (INNOPAC software)

```
  Commands: Use arrow keys to move,'?'for help,'q'to quit,'←'to go back
Arrow keys:Up and Down to move. Right to follow a link; Left to go back
  H)elp O)ptions P)rint G)o M)ain screen Q)uit /=search [delete]=history list
```

(The items in *italics* indicate links which can be chosen by using the right arrow key or the return key)

For **Nursing** or **Social Work** type articles the choice is **CINAHL** - Cumulative Index to Nursing and Allied Health Literature. For **Psychology** type articles the choice is **PsychINFO**. To select a particular index, move the Up/Down arrow keys to highlight the index name, press the Right arrow or return key to select it, and then at the "Username:" enter the "login as" name specified. For example to search the CINAHL databases, at the "Username: prompt type CINAHL and this is what you will see:

CINAHL

This database is equivalent to the printed index "Cumulative Index to Nursing & Allied Health Literature" with coverage from 1983 to present. From it you can obtain references to articles from over 330 nursing and allied health journals including

physiotherapy. Publications from the American Nurses Association and the National League for Nursing are also included.

ALL THE JOURNALS LISTED IN THIS DATABASE ARE NOT NECESSARILY AVAILABLE AT THE UNIVERSITY OF SASKATCHEWAN.

*If you would like an introduction or tutorial for searching, type BEGINNER.

*For a summary of commands available, type HELP.

*To see which databases are available, type MENU.

*If you need more help, consult the Library's Reference or Information Desk

BEGINNER TUTORIAL

There are three basic types of commands:
1.FIND (or F) to search for terms.
2.SCAN (or S) and LIST (or L) to display search results.
3.HELP (or H) to obtain information about the system.

A few things to remember:
- The default search is on author(s), title, and subject(s).
- Search terms are automatically truncated. (Enter HELP TRUNCATION)
- Search terms may be linked by logical operators. (Enter HELP OPERATORS)
- A search can be limited by index codes. (Enter HELP INDEX).
- Commands such as FIND and LIST, must be followed by a space but search terms and operators do not require spaces.

To display a brief record, enter SCAN.
For a longer record, enter LIST.
For a summary of commands, enter HELP.
To exit from CINAHL type QUIT

(YOU MUST HIT THE ENTER KEY TO ACTIVATE A COMMAND)

HELP (a simplified version)

Search commands: f[ind] starts a search
UP Arrow Key
recalls previous search

```
Display commands:                s[can]
 displays brief entries
                                 l[ist]
 displays full entries

Misc. commands:                  h[elp]
 displays this screen
                                 b[eginner]
 calls up tutorial
                  q[uit]

OPERATORS
  / = AND          | = OR        ~ = NOT

INDEXES
a= author          t= title      d= descriptor
y= year      s= source of citation (journal title)

 The letters in square brackets are optional. For more
 information enter HELP followed by a command or operator.
```

On the following pages are examples, in alphabetical order, of the most relevant Help screens which appear on CINAHL, By reading these you can gain an understanding of how to use this database. Other INFOACCESS databases operate in a similar manner though not always identically. When in doubt, consult the Help screens for the other database.

AND
AUTHOR
DESCRIPTOR
FIND
INDEX
LIST
NOT
OPERATORS
OR
PARENTHESES
SCAN
SOURCE
TITLE
TRUNCATION
UP
YEAR

To learn to use INFOACCESS, try doing the examples. They will all produce results.

AND

Both & or / represent the "and" operator. "And" operators effectively narrow a search since only those records containing both terms will be retrieved. For example,

f psychological / theory

will find only those records having both root words "psychological" and "theory"

AUTHOR

Authors are searched either by default, or by using the index code "a". To search the author field, enter the last name followed by initials with no intervening spaces.

Example: find a=powerla

will retrieve all articles by L.A. Power. To prevent truncation in searching authors' names it is necessary to add at least the first initial

find a=johns

will retrieve all authors with the surname root of "John" including Johns, Johnson, Johnston, etc. as well as S. John whereas:

f a=johnsc

will retrieve only those records in which the author's surname is "Johns"and the first letter of the given name is "C".

DESCRIPTOR

In the CINAHL database, subject access is via "descriptors". Descriptors or subject headings are controlled vocabulary terms or phrases describing a particular subject.

A complete printed listing of all descriptors, including cross references,can be found in "Nursing & Allied Health (CINAHL) Subject Heading List"(the yellow pages in the printed index)

Descriptors are searched by default, or specifically by using the index code "d". The latter way will retrieve fewer but more relevant citations. For example:

f health promotion OR f d=health promotion

f (d=wellness|health promotion)/patient education

will find all articles in which "wellness" or "health promotion" occur in the descriptor index, as well as the term "patient education".

Subheadings such as "adverse effects" or "psychosocial factors" can be searched too.

FIND

To find records in the catalogue, enter FIND (or F) followed by a space and a search term. A search term is any word or phrase you choose, e.g.

find wellness f whooping cough

Terms can be searched in conjunction with other terms or phrases by using logical operators such as "AND" (&,/), "OR" (|), or "NOT" (~). For more information, enter HELP OPERATORS.

Searching is done on author, title, and subject fields unless you specify a particular index. For example:

find a=harrison f t=wellness education

For more information, enter HELP INDEX.

Search terms are normally truncated so that:

f therap

will find "therapy" and "therapeutic" For more information, enter
HELP TRUNCATION.

INDEX

Unless you specify otherwise, searching is done on author, title, descriptor.

Example: f green

finds all items with the word "green" in the author, title, and descriptor fields. You can search on a specific index by preceding the search term with one of the following prefixes:

a= author t= article title d= descriptor y= year s=source of citation

Examples: f a=green f a=green/d=childbirth/s=midwife

Since a search using an indexed field applies to all following terms in the search statement unless replaced by another index search, it is recommended that index search terms ALWAYS be the LAST element of any search statement.

Examples: f birth/a=green/y=1990 NOT f a=green/y=1990/birth

LIST

Enter LIST (L) to display the complete bibliographic record of items retrieved. For example,

list 4 - displays the record of item 4.

Items can be displayed by LIST in several ways:

list 1,15,19 - will list items #1, #15, and #19
list 12/4 - will list four items starting at #12
l 12-20 - will list items #12 through #20

These variations can be combined:

list 22-28,3,10,14/4

Using LIST without specifying a number displays the next item, i.e., you can move through the list by repeating LIST. Sometimes the 2 or 8 on the number pad will allow you to move back and forth in LIST.

NOT

The ~ represents the "not" operator. "Not" operators dramatically narrows search results by excluding all and any records containing the specified root word. For example:

f senile dementia ~ alzheimer

will collect all those records containing the root phrase " senile dementia" but any records dealing with Alzheimer's Disease will NOT be included.

OPERATORS

The operators usually used in searching are:

/ = and | = or ~ = not

Most operators are placed between search terms. Spaces may be omitted but need not be. For example:

f muscle strengthening/methods

Any number of search terms may be strung together with operators:

f spinal cord/injur/rehab

will find records dealing with the rehabilitation of an injury or injuries to the spinal cord. When operators are used for complicated logical arguments or phrases, parentheses are used to keep the meaning clear and to establish operational priority. For example:

f chronic disease / (infancy | childhood) / (famil | parent)

will find references to articles dealing with "chronic disease" and then limit these to occurrences in "infancy" or "childhood". Finally these references must also include a reference to either "family", "families", "parent" or "parents".

For more examples on the use of specific operators, enter HELP followed by the name of the operator, e.g., HELP AND

OR

The | or on some keyboards the split vertical bar represents the "or" operator. "Or" operators effectively broaden or expand a search. I For example:

f senil | alzheimer's

will find all records containing either senile or senility or Alzheimer's disease or syndrome.

PARENTHESES

Parentheses are used to:

1. Group similar concepts or root terms together.
2. Indicate a priority in processing using a given operator.

For example:

f (organ|tissue) / (donor|donation|replacement|transplantation)

will be processed in the following manner:

1. Find all records in which either the root word "organ" occurs or in which the root word "tissue" occurs.
2. Find all records containing either the roots "donor" or "donation" or "replacement" or "transplantation".
3. Select only those records which have references to either "organ" or "tissue" ... and then AND's ... looking for either "donor"or "donation" or "replacement" or

"transplantation".

SCAN

Once a search has been completed and a number of items found, use SCAN (S) to display the minimum bibliographic information on each.

Using Scan without specifying a number will display all of the records found by your search.

Records can be displayed by SCAN in several ways:

```
scan 1,15,19  - will scan items #1, #15, and #19
scan 12/4     - will scan four items starting at #12
s 12-20       - will scan items #12 through #20
```

These variations can be combined:

```
scan 1,15/6,40:50,67
s 2-:28,3,10,14/4
```

For a fuller entry, use LIST. (Enter HELP LIST)

SOURCE

There are several sources for citations in CINAHL including journals, NLN publications, dissertations and books.

A specific journal title can be searched using the index code "s"

Example: f (s=journal/nursing/administration) / y=1990

will retrieve all articles published in the Journal of Nursing Administration in 1990.

When doing a journal title search, do NOT use words such as "the", "of" "an","and" etc. These are "stopped" due to high frequency of occurrence.

Most NLN publications are available in the Health Sciences Library under the call number RT41 .N26. For example:

NLN Publication 15-2392

would be on the shelves as RT41 .N26 no.15-2392

TITLE

Titles are searched by default, or by using the index code "t".

To search the title field, enter any significant word from the title. Articles, such as "a", "the", "an", are not indexed. For example:

f t=job stress

will find items with the phrase "job stress" in the title field. If you wish to locate items with these words in any order, or separated by other words, you must insert the "/" symbol for ANDing between the words in your search string. For example:

f t=job/stress

will retrieve articles where both "job" and "stress" appear in the title and in any order.

TRUNCATION

All terms being searched are automatically truncated. For example:

f nurs

will retrieve all occurrences where "nurs" has been used as a root term including nurse, nurses, nurse's, nursing. Adding a $ to the end of terms prevents truncation. For example:

f t=man$

will retrieve only those records where "man" has been used as a separate word within the title. It will not include instances where "man" is the root term such as manager, management, etc.

UP

Successive pressing of the UP arrow cursor key permits display of previous search statements. This can be when re-keying for typing errors or when progressively refining a search strategy. In response to pressing the UP arrow key, your previous "find" command is repeated and the cursor positioned after it. You can then

1. add new commands to it;
2. use the LEFT and RIGHT arrow keys to place the cursor under any character you wish to change.
3. pressing the UP arrow key again retrieves the next previous command.

YEAR

A YEAR search uses the index code "Y" to limit references to those items of a particular time span. The range can be specified using the "or" operator (|) or the date can be truncated.

Examples: f patient education/(y=1990|1991)

or

will get all the articles dealing with patient education which were published in 1990 or 1991.

f patient education/y=199

will get all the articles dealing with patient education which were published in or after including 1991, 1992, 1993, 1994.

INFOACCESS DATABASES

There are many choices in INFOACCESS but you are most likely to use those listed below:

Canadian Business and Current Affairs, 1982 -
(Login as: **CBCA**)
This database is the equivalent of the "Canadian Magazine Index", "Canadian Business Index", "Canadian News Index", and the "Canadian Foreign Relations Index" and covers the period 1982 to 1989. These indexes cover all Canadian topics including references in major Canadian newspapers, popular and scholarly magazines, and on topics including business, politics, arts and social sciences.

Canadian Education Index, 1984 -
(Login as: CEI)
This database contains references to journal articles, reports and monographs pertaining to education in Canada.

CINAHL, 1983 -
This database is equivalent to the printed index "Cumulative Index to Nursing and Allied Health Literature" with coverage from 1983 to present. From it you can obtain references to articles from over 330 nursing and allied health journals including physiotherapy. Publications from the American Nurses Association and the National League for Nursing are also included.

ERIC (CIJE and RIE), 1983 - (Education)
The ERIC (Educational Resources Information Center) database is comprised of two indices: Resources in Education (RIE) which contains references to and summaries of educational documents such as technical reports, conference papers, speeches, etc.; and Current Index to Journals in Education (CIJE) which contains references to and summaries of journal articles from over 750 education-related journals.

General Science Index, 1988 -
This index is a guide to current information in 106 English language science periodicals, including subjects such as astronomy, atmospheric science, biology, botany, chemistry, earth science, environment and conservation, food and nutrition,

genetics, mathematics, medicine and health, microbiology, oceanography, physics, physiology, and zoology.

Humanities Index, 1984 -
This database indexes 345 journals in disciplines such as art, literature, music, religion, philosophy, etc. Review material is included.

Index to Legal Periodicals, 1988 -
This index is equivalent to the printed "Index to Legal Periodicals". It covers the period 1988 to present and includes references to over 600 periodicals published in the United States, Canada, Great Britain, Ireland, Australia and New Zealand dealing with all aspects of law.

PsycINFO, 1984 -
This database is a comprehensive compilation of summaries of the journal literature in psychology and related disciplines. Over 1400 journals are indexed.

Saskatchewan News Index
This database is actually comprised of 2 portions - the print version of Saskatoon Newspaper Index as compiled by the Saskatoon Public Library from Vol. 8, 1988 to date which includes coverage to *The StarPhoenix*, the *Saskatoon Sun*, the *Saskatoon Mirror*, and the *Saskatoon Shopper*; as well as *The Western Producer* and *Western People* from 1991 to date. Coverage for SNI includes all items about Saskatchewan, its people (including obituaries), and topics of interest and relevant to rural life in Saskatchewan.

Saskatoon Public Library
Users are being passed directly to the online public catalog employed by the Saskatoon Public Library. The search commands are different from that used by the University Libraries and users are required to search in accordance with screen instructions. At *Username* type PUBLIC and at *PAC* type PAC. Type Exit and then Quit at the *PAC*>> prompt.

Social Science Index, 1983 -
This index is a guide to current information in 342 English language periodicals covering subjects such as anthropology, area studies, community health and medical care, economics, ethnic studies, geography, gerontology, international relations, law and criminology, minority studies, planning and public

administration, police science and corrections, policy science, political science, psychology and psychiatry, social work and public welfare, sociology, urban studies.

U of S Government Publications

This database is the catalogue of the Government Publications Department of the University of Saskatchewan Libraries. There are approximately 380,000 items from Canada, the U.S., the U.K., the U.N., the European Economic Community and a few other foreign governments and international agencies located in the Department.

U of S Catalogue (INNOPAC)

The INFOACCESS computer provides a gateway to a listing of books and journals owned by the University of Saskatchewan Libraries. Users must follow the instruction of the screen to search this catalog. NOTE: TO LOGOFF OR DISCONNECT, HIT D.

REMOTE LOGIN PROCEDURES

DATAPAC

If you have a computer and modem, and live in a town with a DATAPAC Dialport, you can do your own research. (check in your local telephone directory under DATAPAC).

1. Configure your communications software in your computer with the following operating parameters: 300 - 9600 baud, no parity, 8 data bits.

2. VT100/102 terminal emulation is preferred. If your communications software does not
support VT100, select ANSI emulation.

3. Using your local telephone directory, find under "DATAPAC Dialport" the number which corresponds to the speed of your modem and dial that modem with the setting that are in 1. The computer's modem will dial, indicated "connected". If your modem is greater than 2400 baud, enter one period "." and press the Return/Enter key. If your modem is 2400, enter 3 periods or "..." and press Enter/Return. If 1200, enter 2 periods ".."; if 300, enter 1 period "." The DATAPAC network will then display its DATAPAC prompt with 8 digits grouped in 2 set of 4 numbers.

If there is no local DATAPAC dialport in your area, dial 306-995-9600. This is a long-distance call at a flat $0.15 per minute rate which is still a lot cheaper than regular long distance charges.

4. Enter the University of Saskatchewan's Datapac address 71101202 and press the RETURN/ENTER-key. The response will be "U of S Dailup" leaving the user at a "Local>" prompt.

Note: you may not see the characters being typed "echo" back to the screen. This is NOT a problem since this is controlled by the "Echo" or "Duplex" of your communications package. Usually no echo means that you are operating in "Full Duplex" or "FDX" or with "Echo Off". TO change this most communications program have a toggle Alt-E to switch between the 2 modes. It is recommended that Echo be "off" or at "Full Duplex" or FDX since this prevents unnecessary echoing when attached the University of Saskatchewan's systems.

Second Note: At this point make sure that the keyboard is NOT locked into upper case letters. All commands beyond this point

MUST be in **lower case** or users can get into trouble.

5. At the REQUEST prompt type **library** (in lower case).

6. Type **ustudy** (in lower case) at login: prompt.

7. To quit a U-SEARCH session, enter **q** (lower case). Then "Hang-UP" your modem using the commands for your communications program (Usually Alt-H).

DIALUP ACCESS

Note: This is intended only for local access within the City of Saskatoon local dialing area. These instructions will work outside of Saskatoon but users will be incurring full-rate long distance telephone charges ...

1. Configure the communications software and terminal emulation as in items 1. and 2 above.

2. Call the local University of Saskatchewan dialup number - 306-933-9400.

3. Press ENTER/RETURN until a connection is made. Depending upon the speed of your modem this may take some time (10 to 30 seconds). Please pause every 5 to 10 seconds before keying another Enter/Return.

4. At the Enter User Name> prompt type your surname. The computer response will be " Searching for a script file. Please wait....". BE Patient and the "Local>" prompt will appear

Second Note: At this point make sure that the keyboard is NOT locked into upper case letters. All commands beyond this point MUST be in **lower case** or users can get into trouble.

5. At the Local> prompt enter **c library**

6. At the Login> prompt enter **usearch** (in lower case).

7. To quit a U-SEARCH session enter **q** (lower case). At the Local> prompt type **lo**.

If there are any difficulties contact the U-STUDY office. Also these instructions are available from the Library Systems Office

(306-966-5937) in its *Remote Access to U-Search for Faculty and Students On and Off Campus* brochure.

REQUESTING MATERIALS

1. It is preferable that you do your own research using U-SEARCH. In this way you can request specific books and articles. We will try to send you everything you ask for within reason.

2. If you do not have access to a computer terminal where you can do your own research you can request that U-STUDY conduct a subject search for you. In this instance our operational guideline is to send **3 books and up to 5 journal articles**. However it should be pointed out that this is a guideline since there may not be that much material available on your topic. If there are concerns related to your request please discuss them with the U-STUDY staff. It may be suggested that you contact the instructor for further clarification.

3. Remember, you can request materials from U-STUDY only if:
   - you are currently enrolled in a University of Saskatoon Extension course
   - you are not living within the City of Saskatoon
   - the materials being requests relate directly to the course you are currently enrolled in.

4. Since journal articles can not be sent out, U-STUDY will photocopy the requested items and forwarded complete with the full bibliographic reference. NO CHARGES WILL BE ASSOCIATED TO PHOTOCOPIED MATERIAL.

5. To order materials phone **COLLECT**, fax, e-mail or write to:

U-STUDY: Off Campus Library Services
Circulation Department, Main Library
University of Saskatchewan
Saskatoon, Saskatchewan
S7N 0W0

Phone **Collect**: 306-966-5958
Fax: 306-966-6040
E-Mail: offcampus@sklib.usask.ca

For Education courses contact:

U-STUDY: Off Campus Library Services
Education Library

University of Saskatchewan
Saskatoon, Saskatchewan
S7N 0W0

Phone **Collect**: 306-966-5985
Fax addressed to "U-STUDY, Education Library": 306-966-8719

6. Each request is dealt with in the order in which it was received, so the sooner you get your request in, the sooner you'll receive your materials.

7. Whether you make your request by telephone or fax, be sure to include the following information in order to expedite the retrieval and forwarding of your materials:

- your mailing address
- student name and number
- class and instructor
- library card number (received with your first request)
- for books include: author, title, call number (wherever possible)
- for journal articles include: author, title of the article, journal/magazine that it is located in, volume and issue number, dates, pages, and wherever possible the call number (obtained from the *U of S Serials List*).

8. The **LOAN PERIOD for Books sent out is 4 WEEKS** from the date the materials are charged out to you. There will be a Date Due slip on the book pocket identifying when the items are due back at the University of Saskatchewan Libraries. This is important as there are automatic fines on overdue books. For more information, read the Borrowing Regulations on the inside covers of this handbook. You can **RENEW** your book **by PHONE** (306-966-5958) provided no one else has requested it.

9. Be sure to allow plenty of TIME for the library staff to search, photocopy and mail. The BUSIEST times of year are October to early December and February to early April.

7. You will receive materials only for the courses in which you are PRESENTLY registered.

Revised JEH & CA/08/94

OVERDUE BOOKS

Books are subject to overdue fines at the rate of $0.50 per day to a maximum of $25.00 per item.

OVERDUE RECALLED MATERIAL:

Borrowers who fail to return recalled materials are subject to a fine assessed at the rate of $1.00 per day to a maximum of $25.00 per item.

REPLACEMENT COST FOR LOST, DAMAGED OR MISSING ITEMS:

Damage to, or loss of, material must be reported to the Libraries. the **borrower** is deemed responsible for the cost of the replacement plus a non-refundable $20.00 processing fee. If the lost material has been recalled for use by another borrower, the fines accrued will be also charged.

NSF CHEQUES:

If a cheque is returned NSF, a $20.00 fee is charged.

If in doubt - ASK!

Morris Library of Southern Illinois University at Carbondale

About Morris Library

News, general information, highlights and your chance to ask questions and make comments
| Seminars | Hours | Systems | Comments |

Reference Room

Our catalog, electronic journals, Internet resources and other reference resources
| ILLINET Online Catalog | LibWeb | New Titles | Ask Morris | Showcase | CWIS

Service Desk

Find out about the many services we offer and the units that deliver them
| Access Services | InterLibrary Loan | Reserve/Self-Instruction Center | Geographic Information Systems | Special Collections | SIUC Law Library |

Instructional Support Service (ISS)

Assistance for faculty and staff
| Digital Imaging | Distance Learning | Equipment | Instructional Development | Instructional Evaluation | Multimedia Development | Toolbook | Video Production |

What's New

NEW! Proposed Journal Cuts (5.17.96)

NEW! ERL (Electronic Reference Library) SilverPlatter Software (5.8.96)

NEW! Project Muse: Online Journals from The Johns Hopkins University Press (5.8.96)
Project Muse consists of electronic journals published by Johns Hopkins University Press that are distributed on the World Wide Web. The list of titles is expected to grow to over forty by the end of 1996. Though Morris Library has a number of these titles in paper, some titles will be available only in electronic form.

Library Affairs, SIUC
Last Updated: 5/29/96

SILRC INTERLIBRARY LOAN / RECIPROCAL BORROWING AGREEMENT

I. Introduction

Interlibrary loan services and reciprocal borrowing privileges are essential to the vitality of all libraries that are members of the Southern Illinois Learning Resources Cooperative (SILRC). The purpose of such services is to obtain for research and serious study, library materials not available within the collections of a patron's home library. Such services may also provide a degree of convenience to student's whose coursework requires them to enroll in classes at remote campus locations. Distance learners include those enrolled in correspondence courses, interactive telecommunications courses, and/or extension courses.

This document recognizes that some of the SILRC member institutions that participate in this agreement also participate in the Shawnee Library System's Dynix Automated system. Direct patron borrowing is possible either through remote charges or onsite reciprocal loans from the Dynix libraries. For SILRC member institutions that are non-Dynix libraries, remote borrowing involves a standard interlibrary loan transaction; onsite reciprocal borrowing privileges that require the use of a SILRC Borrowing Pass.

ILCSO/SILRC libraries support the interlibrary loan activities of the consortium and provide reciprocal borrowing privileges for individuals involved in distance education activities. A SILRC borrowing pass is required for this activity.

Interlibrary loan services and reciprocal borrowing privileges are an adjunct to, not a substitute for, collection development in the member libraries signing this agreement. Member libraries and their patrons should make every effort to fill a patron's need locally. However, when local resources have been exhausted, loan requests to other member libraries can be made and should conform to the provisions of the *National Interlibrary Loan Code, 1994.*

II. Definitions

Distance Learner -- Any student officially registered at a SILRC Member Institution who is currently enrolled in limited coursework being provided by another SILRC Member Institution. Such coursework may include, but is not limited to: correspondence courses, interactive telecommunications courses, or extension courses.

Dynix Library -- Any SILRC member library whose collections and borrowing transactions are a part of the Dynix Automated Library System maintained by the Shawnee Library System.

Home Library -- The SILRC member library that maintains an individual's patron ID record.

ILCSO Library -- Any of the libraries that are full participants in the Illinois Library Computer Systems Organization and maintain current circulation records in ILLINET Online.

Individual Borrower -- A person who has been issued and bears a library card with a valid patron ID record.

Interlibrary Loan -- A borrowing transaction in which library material is made available by one library to another upon request. (Cf. Reciprocal Borrowing)

Institutional Borrower -- A SILRC member library that initiates an interlibrary loan request or a remote charge from another SILRC member library.

Institutional Charge -- A borrowing transaction initiated by an institutional borrower. (See Interlibrary Loan)

Lending Library -- That SILRC member library lending materials to an individual or institutional borrower.

Non-Dynix Library -- Any SILRC member library whose collections and borrowing transactions are not a part of the Dynix Automated Library System maintained by the Shawnee Library System. (Cf. ILCSO Library)

Onsite Reciprocal Loan -- An onsite borrowing transaction performed at a SILRC member library other than the patron's home library.

Patron -- Any person or institution having a patron ID record with any SILRC member library.

Patron ID Record -- A record of any individual or institutional borrower maintained by a home library. Such a record should include the patron's name, address, telephone number, patron class, patron ID number, and the current status of the patron's borrowing privileges.

Problem Patron -- An individual borrower whose borrowing privileges have been suspended by their home library.

Reciprocal Borrowing -- A borrowing transaction in which library material is loaned directly to a patron from a member library other than the patron's home library. This may be accomplished remotely through the Dynix Automated Library System or it may be accomplished through an onsite reciprocal loan. Cf. Interlibrary Loan)

Remote Charge -- A borrowing transaction using the Dynix Automated Library System to borrow material from a Dynix library. This may or may not be accomplished from a site other than the patron's home library.

SILRC Borrowing Pass -- A pass issued by an individual borrower's home library. This pass permits the patron to complete an onsite reciprocal loan for library materials from another SILRC member institution when one or both of the libraries involved are non-Dynix libraries.

SILRC Member Library / Institution -- Any of the libraries or the libraries associated with the institutions which are members of the Southern Illinois Learning Resources Cooperative (SILRC).

III. Purpose

The purpose of this document is to provide procedures and guidelines for the interlibrary loan of materials between any of the libraries that are members of the Southern Illinois Learning Resources Cooperative (SILRC). It is also intended to guide both the remote and onsite reciprocal loan of library materials owned by SILRC member libraries directly to patrons of other SILRC libraries.

Borrowing transactions initiated by individual borrowers are to be regarded as a contract between the patron and the SILRC member library lending its material, with primary responsibility for the proper use and prompt return of the material resting with the patron. However, should the patron fail to meet the lending library' expectations, the home library agrees to bear the responsibility for damage, loss, or fine.

IV. Scope

Under the terms of this agreement. It is permissible to borrow any type of library material with the following exceptions:

a. Items that are non-circulating, or have loan periods of one week or less cannot be charged remotely. Onsite borrowing or use of these materials may be allowed depending on the policies of the lending library, but the items must be returned directly to the lending library by the borrower.

V. Responsibilities of Borrowers

A. All Borrowers

1. Renewals are allowed without prior approval of the lending library. Items that have "HOLDS" placed on them cannot be renewed.

2. If a requested item is not received in a timely fashion, the borrowing library may contact the lending library for a status report.

3. Any item loaned may be subject to recall, depending on library policy. Placing "HOLDS" to recall items in circulation should be done only if other copies of the item are not available. Do not place holds on items with status codes that indicate the item is lost or otherwise unavailable.

B. Individual Borrowers

1. An individual borrower may borrow materials from participating SILRC libraries remotely or onsite and shall receive the same borrowing privileges as would a patron of the same affiliated with the lending library.

2. Onsite borrowers must present one of the following when requesting to borrow materials:

a. A current and valid institutional library card from a Dynix library. The card shall bear the borrowers name and shall have a Dynix bar-code affixed. A photo ID may be requested.

b. A SILRC Borrowing Pass. This pass will be issued when borrowing materials from a non-Dynix library. The SILRC Borrowing Pass must be obtained from the patron's home library. A photo ID may be requested.

3. An individual borrower is subject to the same fine, lost, and damaged material policies as is a patron of the same type affiliated with the lending library.

4. Overdue fines for individuals accumulate until the time that the item is returned to the lending library.

VI. Responsibilities of Lending Libraries

A. There are no transaction fees associated with SILRC reciprocal borrowing transactions.

B. Reciprocal borrowing requests by individual borrowers must be honored, unless the student has outstanding books or fines at any SILRC library.

C. The loan period for materials charged to reciprocal borrowing students is the same as that for the lending library's patrons.

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D. If both the borrowing student's home library and the lending library are Dynix libraries, the lending library will check out material using the student's home library card. Students from non-Dynix libraries will present a SILRC Borrowing Pass. Likewise, students from Dynix libraries who are requesting materials from non-Dynix libraries will present a SILRC Borrowing Pass.

E. The lending library is not required to extend loan privileges to special services or collections (e.g., Reserve, Reference, and Special Collections).

F. The lending library should promptly mail any overdue or recall notices.

G. It is the responsibility of the lending library to prepare any bills for overdue, lost and/or damaged material charges. These bills should clearly indicate the items for which charges are being assessed, and the agency, be it a library address or campus business office address, to which payment or replacement should be made.

VII. Lost and Damaged Items

The lending library determines its own schedule for declaring items lost. These schedules will be available to SILRC members.

A. Individual Borrowers

1. If the patron does not respond to a lost book billing, the lending library can request that the patron's home library declare the patron to be a Problem Patron. The Problem Patron request should detail the billing history including: patron name and ID number, title number(s) of lost item(s), and amount owed.

2. The patron's home library must assist the lending library in the recovery of overdue materials as well as the collection of overdue fines, lost and/or damaged material charges.

3. Upon receipt of the Problem Patron request, the patron's home library either changes the patron's status to Problem Patron or reimburses the lending library at the rate determined by the lending library. Note: Problem Patrons are blocked from borrowing materials until the lost material is recovered or reimbursed for the lending library.

B. Institutional Borrowers

1. The lending library will contact the home library in writing to request replacement or reimbursement for the lost/damaged item(s). It is expected that the matter will be resolved at this level without resorting to rescinding the borrowing privileges of the institutional borrower as such an action will limit the library resources available to <u>all</u> individuals served by the institutional borrower.

2. If, after requesting replacement or reimbursement, the matter is not resolved to the lending library's satisfaction, the lending library will notify the institutional borrower in writing that it is requesting that the institutional borrower's ID status be changed to "Problem."

3. The borrower's privileges will be restored upon notification from the lending library that the matter has been resolved.

VIII. Distance Education

Distant learning students will be provided full library services at both the remote site's library and the student's home library for the semester the student is enrolled in the distant learning course.

A. Registration

1. Individuals will be registered in two libraries, the home site and the remote site, for the duration of the distant learning course.

2. Libraries will share a list of students from their respective institution taking distant learning classes.

B. Responsibility for materials

1. Individuals charging materials from other sites are responsible for these items.

C. Coordination

1. Libraries will coordinate the sharing of materials needed for distant learning courses.

2. Librarians will work with faculty to assure that class materials are available at both the home and remote site(s).

3. Libraries are encourage to coordinate collection efforts for the distant learning classes.

D. Reserve Materials

1. Course packets needed for remote sites will be sent to the library or learning resource center.

2. Materials that must be copied at a receiving institution will be billed back to the sending institution.

E. Delivery of Materials

1. The Shawnee Library System will provide delivery service to the distance learning libraries that are system members.

Drafted 5/30/95 Revised 7/13/95 Approved 9/15/95

SILRC MEMBERS

Belleville Area College
2500 Carlyle Road
Belleville, IL 62223
(618) 235-1578

Greenville College
Ruby E. Dare Library
Greenville, IL 62246
(618) 664-2880 (ILCSO)

Illinois Eastern Community Colleges

a **Lincoln Trail College**
11220 State Highway
Robinson, IL 62454
(618) 544-8657

b **Frontier Community College**
2 Frontier Drive
Fairfield, IL 62837
(618) 842-4425

c **Olney Central College**
305 N. West Street
Olney, IL 62450
(618) 392-3293

d **Wabash Valley College**
Bauer Media Center
2200 College Drive
Mt. Caremi, IL 62863
(618) 262-8641

Jefferson College
1000 Viking Drive
Hillsboro, MO 63050
(314) 789-3951

Kaskaskia College
27210 College Road
Centralia, IL 62801
(618) 532-1981

Lewis and Clark Community College
5800 Godfrey Road
Godfrey, IL 62035
(618) 466-3411

John A. Logan College
Greenbriar Road
Carterville, IL 62918
(618) 985-3899

McKendree College
701 College Road
Lebanon, IL 62254
(618) 537-4481 (ILCSO)

Rend Lake College
RR 1
Ina, IL 62846
(618) 437-5321

Shawnee Community College
Shawnee Road
Ullin, IL 62992
(618) 634-2242

Southeastern Illinois College
3575 College Road
Harrisburg, IL 62946
(618) 252-6376

Southern Illinois University - Carbondale
Instructional Services - Morris Library
Carbondale, IL 62901
(618) 453-2258 (ILCSO)

Southern Illinois University - Edwardsville
Lovejoy Library - Box 1063
Edwardsville, IL 62026-1063
(618) 692-2712 (ILCSO)

State Community College
601 James R. Thomspon Blvd.
East St. Louis, IL 62201
(618) 583-2573

Vincennes University
1002 North First Street
Vincennes, IN 47591
FAX (812) 885-5471

Interlibrary Loan Request Form-Articles

Please provide as much information as you can. Items in **Bold** must be entered to submit the request.

Personal Information :

Name: Last First
ID Number – (XXX-XX-XXX)

Articles will be mailed to you at this address:

Address: Street or Department:
City: State: ZIP or Mailcode:

E-Mail: Fax:

Phone numbers: Home: Work / Office:

Select One:

Undergraduate
Graduate
Faculty
Staff
Research Courtesy Card

Department:

Notice: Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in it's judgement, fulfillment of the order would involve violation of copyright law.

I have read the copyright statement above

Information about the article you want :

Article Author: Last Name First

Article Title:

Title of Journal:

Volume, Issue number:

Date:

Page Numbers:

Source (Where did you get your information?)/Comments

What is the last date you will accept this article? (MM/DD/YYYY) / /

Remember to check the spelling and accuracy of the information before you submit this request!

Library Affairs, SIUC.

Interlibrary Loan Request Form-Loans

Use this form for books, dissertations, audiovisual materials, scores, sound recordings, and newspapers.

Please provide as much information as you can. Items in **Bold** must be entered to submit the request.

Personal Information :

Name: Last First
ID Number -- (XXX-XX-XXX)

Your notification will be mailed to this address:

Address: Street or Department:
City: State: ZIP or Mailcode:

E-Mail: Fax:

Phone numbers: Home: Work / Office:

Select One:

Undergraduate
Graduate
Faculty
Staff
Research Courtesy Card

Department:

Information about the item you want :

Author: Last Name First

Title:
Publisher:

Place of Publication: Date:

This edition only?

Volume / Number / Year / etc.

Source (Where did you get your information?)/Comments

What is the last date you will accept this item? (MM/DD/YYYY) / /

Remember to check the spelling and accuracy of the information before you submit this request!

Library Affairs, SIUC.

UTK Libraries ——————————— LibLink

Off-Campus Library Services

University Libraries

The University of Tennessee, Knoxville

Off-Campus Services is a unit of [redacted]

In collaboration with the UT Evening School

[redacted]

Margaret Casado, Off-Campus Services Librarian
146 Hodges Library
1015 Volunteer Boulevard
Knoxville, Tennessee 37996-1000
Phone: 423-974-0087
Fax: 423-974-2708
e-mail address: casado@utk.edu

[redacted]

Connect to UTK Libraries' online catalog

Obtaining Dissertations
Audiology and Speech Pathology Resources

Return to [redacted]

This site was created November, 1995.

Last modified June 19, 1996

Comments to:casado@utk.edu

<img src="http://www.mecca.org/cgi-bin/counter>

Overview of Services

The University Libraries provide library services to students who are enrolled in UTK off-campus classes and have a valid UT ID card. Students may request reference or research assistance or instruction in the use of the libraries' resources. Students may also request books and copies of journal articles.

We can communicate by whichever method you prefer:
Phone: 423-974-0087
Fax: 423-974-2708
E-mail: casado@utk.edu
US Mail:

Off-Campus Services
146 Hodges Library
1015 Volunteer Boulevard
Knoxville, TN 37996-1000

Back to UTK Libraries' Home Page

Return to [redacted]

Division of Continuing Studies
Evening School

Register for Services

Please send your name, addresses, Social Security Number and phone numbers (work and home) to the librarian to register and be eligible for services. We will also need the barcode number from your UT ID card to check out books to you.

[redacted]

Request Materials

As a registered off-campus student, you may request books or copies of journal articles. They will be sent to you at no charge. You are responsible for returning books by insured US Mail or UPS. The articles are yours to keep. For more details click on books or journal articles now.

Request Books

If you are a registered user of UTK Libraries and you are currently enrolled in off-campus classes offered by UTK, you are able to request books and have them sent to you. Books are mailed or shipped at no cost to you, but you are responsible for for returning them via insured US Mail or UPS. Books must be returned promptly, or fines will be charged.

Loan periods:
- 21 days for undergraduates
- 35 days for graduate students.

Renewals may be allowed. Please call 423-974-0087 for information. Loan periods for interlibrary loan materials may vary, depending upon the policies of the lending institutions.

Check here for the UTK Circulation Policies.

In order to process your request, we will need the following information:

- Name
- Address
- Phone Number(s)
- Social Security Number
- Title of book
- Author(s) or editor(s) of book
- Publisher
- Place
- Date
- Will another edition be satisfactory?
- If chapter of a book, author, title, and page numbers

You may send requests for books by US Mail:

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Off-Campus Services
146 Hodges Library
1015 Volunteer Blvd.
Knoxville, TN   37996-1000
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or by e-mail to Margaret Casado

or by fax to: 423-974-2708

Request Journal Articles

If you are a registered user of UTK Libraries and are currently enrolled in off-campus courses offered by UTK, you can request copies of journal articles. We will send the articles that we find here at UTK and will request others through interlibrary loan. (Please note if you do not have time to wait for interlibrary loan requests.)
You can place requests by any of the following methods:
Phone: 423-974-0087
Fax: 423-974-2708
E-mail: casado@utk.edu
U.S. Mail:

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Off-Campus Services
146 Hodges Library
1015 Volunteer Boulevard
Knoxville, TN   37996-1000
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In order to process your request for articles, we need the following information:

- Name
- Address
- Phone number(s)
- Social Security number
- Title of journal
- Volume number
- Issue number
- Date
- Pages
- Title of article
- Author(s)
- Source of reference (e.g., ERIC)

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UTK Library Guide to Services

#1: Circulation Policies and Procedures

LOAN PERIODS:

GENERAL CIRCULATION:

1. BOOKS
   - 21 days for undergraduates
   - 35 days for graduate students
   - A term loan to May 1 of each year for University faculty and staff

   Juvenile books circulate for one week.

2. PERIODICALS

   Bound periodicals from the stacks circulate for three days. Titles designated as "non-circulating" by an academic department or the library will retain that status. Current issues of periodicals normally do not circulate outside the library. Items can be read or copied in Periodicals. Students needing a current issue for classroom presentation of graphics, illustrations, or other items that do not photocopy well, may arrange a two-hour loan of the material. A valid UT ID must be presented. Faculty and staff may borrow current periodicals for a one-day loan upon presentation of a UT ID.

RESERVE CIRCULATION:

1. 2-HOUR RESERVE. To be released upon request after two hours if used in Reserve. Due in two hours if checked out of Reserve. Must be turned in by closing time.
2. OVERNIGHT. Overnight reserve materials may be borrowed for outside use beginning two hours before closing and are due within one hour after opening the next day. Overnight reserve books are to be returned directly to the desk from which borrowed.
3. 3-DAY RESERVE.
4. 7-DAY RESERVE.

BORROWER PRIVILEGES:

1. UTK undergraduate and graduate students must have a UTK ID card valid for the current semester and be registered in the library circulation system.
2. UTK faculty and staff must have a UTK ID card and be registered in the library circulation system.
3. UTK faculty who wish to have assistants transact library business for them must obtain a proxy card to authorize such service. Completed forms must be presented by the requesting faculty in person at the second floor Circulation Desk, Hodges Library.
4. Children and spouses of faculty and staff may also obtain affiliate borrower cards. The faculty member and the person to be issued a card must present a completed application form together in person to the second floor Circulation Desk, Hodges Library. Overdue penalties and lost material charges are assessed at regular library rates.
5. Persons not affiliated with the University or otherwise eligible for borrowing privileges may gain such rights by becoming library subscribers. A subscriber's card allows one person to borrow books (but not periodicals) for one year and costs $50 currently. Subscriber borrowers are subject to library fines and lost materials policies.

   Please bring your books back on time! The library would rather have materials returned on time than fine money.

   The date a book is due is stamped in the front. Reserve and other non-standard items may be stamped differently. It is the responsibility of the borrower to ascertain the due date of each item.

   You may return your books to the book return at any circulation desk--except for Reserve items, current periodicals, and materials from the Cartographic Information Center, which should be returned to the desk from which they were checked out.

CHECK-OUT PROCEDURES:

Before checking out materials, the borrower must present a UTK ID card, valid for the current semester, to be registered in the library circulation system. Only the owner of a library-registered ID is authorized to borrow materials on his or her card.

RENEWALS:

If not in demand, books may be renewed for further use. If the book is overdue, it must be returned to the library and fines must be paid before it can be renewed.

Telephone renewal of books is available:

Monday-Thursday: 8 a.m.-midnight
Friday: 8 a.m.-8 p.m.
Saturday: 9 a.m.-6 p.m.
Sunday: noon-midnight
(Library hours may vary during breaks and holidays.)

Books cannot be renewed by phone if they are overdue, recalled, or have a hold. Telephone renewal is unavailable whenever the computer is down. Books **can** be renewed before their current due date.

RECALL AND HOLD:

If the book you want is not on the shelf, ask at the circulation desk. It may be checked out to another borrower.

All circulating books in all libraries (except those on reserve) may be placed on hold or recalled if they are checked out to one borrower and needed by another. Books needed for reserve are subject to immediate recall.

The library will recall a book for you, notify you by mail when it comes in, and hold it for you for seven days. Unless authorized by the borrower to do so (forms available at the Circulation Desk) **the library does not release the names of borrowers**. Borrowers are notified by the library that the item's original due date has been changed to ten days from the date the recall is initiated. If items are not returned by this new due date, they are considered overdue, the patron's borrowing privileges are suspended, and fines accumulate at a rate of 25 cents per day for all users, including faculty.

SEARCHES:

When materials cannot be located, request at the circulation desk that a search be made. A notice will be sent when the item is found. Materials not found will be reviewed for reordering.

FINES:

(Undergraduate, graduate, and miscellaneous patrons)

Books: 25 cents per day
Bound periodicals: 50 cents per day
Juvenile: 25 cents per day
Documents: 25 cents per day
Maps: 25 cents per day

Reserve:
2-hour & Overnight: 25 cents per hour
3-day & 7-day: 50 cents per day

Current periodicals: 25 cents per hour (circulate only with special permission)

Fine maximum (per item): $10

Although the maximum fine accruable on any book is $10, patrons will be blocked from borrowing additional library materials when they have accumulated $5 in fines or other outstanding library obligations. Failure by University of Tennessee students to pay fines or other outstanding obligations will result in the withholding of registration or transcripts. A similar failure on the part of borrowers not affiliated with the University may result in the suspension or revocation of borrowing privileges.

NOTICES:

Notices are sent to borrowers as a courtesy. Failure to receive a fine or overdue notice does not relieve the borrower of responsibility. An overdue notice is sent to the borrower within a few days after an item is due. After six weeks a bill for replacement is sent. **Borrowers have a responsibility to notify the library of address changes.**

LOST BOOKS:

A reasonable time is allowed for searching. If not found, the replacement price of the book, a $20 processing charge, and accumulated fines are assessed.

PHONES:

Library Hours Information: 974-6054

John C. Hodges Library

Circulation: 974-4351
Telephone Renewal: 974-6880

HOURS:

John C. Hodges Library

Monday-Thursday: 7:30 a.m.-midnight
Friday: 7:30 a.m.-8:00 p.m.
Saturday: 9:00 a.m.-6:00 p.m.
Sunday: noon-midnight

Study Area open continuously from noon Sunday to 10:00 p.m. Friday; open Saturday from 9:00 a.m. to 10:00 p.m. Some services may not be available during some hours the library is open.

When school is not in session, open Monday-Friday, 7:30 a.m.-6:00 p.m., Saturday and Sunday, 1:00 p.m.-5:00 p.m.

Summer Term hours will vary.

Call 974-6054 for information on varying hours.

Call Agriculture-Veterinary Medicine Library (974-7338), Cartographic Information Center (974-4315), Music Library (974-3474), Special Collections (974-4480), and the University Archives (974-0048) for their hours.

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http://scholar.lib.utk.edu/casado/begin

Beginnings **BEFORE YOU BEGIN –**

Before you begin your library work, it is a good idea to determine your topic and plan for your research.

1. Write a sentence defining your topic. Is this an in-depth study or an introduction to a subject? Is it comprehensive or covering one aspect of the topic?
2. How much material will you need?
3. What kinds of materials are you looking for? Books? Scholarly or popular articles? Research or opinion pieces?
4. How important is the currency of the information? Are you looking only for recent materials, or should you look for old materials as well? (How far back?)
5. What subject terms will you use to define your topic?
6. Are there any limits such as language, age group, or year of publication that you want to impose on your searches?

- After defining your topic, you may want to search for books and other materials in the UTK Libraries' Online Catalog. Tips for using the online catalog are available also.
  Any books you would like to look at can be borrowed according to the Circulation Policies .
- Individual articles are not listed in the catalog; the journal titles are listed in the online catalog. By finding the journal title, you will be able to tell if we have the article here at UTK, or if we will need to request if through interlibrary loan.
- Interlibrary loan requests can take up to two weeks or more. Please consider if your schedule allows time for interlibrary loan before making an interlibrary loan request.
- After you have searched the online catalog, you may want to search other kinds of databases for articles. Or you may have determined that the best place to begin your search is by searching the periodical databases. Some good places to search include:
  ERIC
  FirstSearch
  UnCover (a table of contents service)
  Current Contents
- You will want to see what facilities and research tools your local library has. If you have items that you would like to see that are not available at your local library, you can send the citations to me, and I will try to locate them for you. Some good sources are available via the Internet. If you would like access to a particular database that you can't find, call me.

UTK LIBRARIES
SERVICES FOR OFF-CAMPUS STUDENTS

All students currently enrolled in UTK off-campus classes who have a valid ID card are eligible for University Libraries' services:

- Reference and research assistance and instruction in the use of library resources
- Books and journal articles delivered by e-mail, fax, phone, or U.S. Mail

Call toll-free number during regular office hours:

- UT Evening School: **1-800-676-8657** – ask for **ext. 0087**

Or call directly:

- UTK Libraries: **423-974-0087**
  If no one is available to take your call, please leave your name and number, and your call will be returned.

1 *RESEARCH ASSISTANCE*

When calling to request assistance, please have the following information ready:

- name
- Social Security number
- home and work addresses and phone numbers
- class location
- course title and number
- professor's name

We use this information to register you in the library's database so that you will be eligible for services.

- Have a specific topic defined before contacting the librarian. We help you identify relevant documents, and you may request that items be sent to you. If items are not available at the library, we will order them through interlibrary loan.

2 *BOOKS AND JOURNAL ARTICLES DELIVERED*

Articles are copied at no cost to the student and sent via U.S. Mail. Books are mailed or shipped at no cost to the user, but students are responsible for returning them via insured U.S. Mail or UPS. Books must be returned promptly or fines will be charged. Loan periods:

- 21 days for undergraduates
- 35 days for graduate students

Renewals may be allowed; call 974-0087 for information.

- Loan periods for interlibrary loan materials may vary depending upon the lending library's policies.

Please identify sources and request items well ahead of the due date of your project or paper. Materials that you have requested, if available locally, are ordinarily sent in 3-5 days. Ordering items through interlibrary loan involves a 2-3 week delay in the delivery of your materials. For each item requested, you must provide complete information, such as author, title, date, page numbers, etc. Complete information allows faster service.

Off-Campus Services Librarian, 146 Hodges Library, 1015 Volunteer Blvd., Knoxville, TN 37996-1000
Phone: 423-974-0087 **Fax: 423-974-2708** **E-mail: pearls@aztec.lib.utk.edu**

UTK LIBRARIES
SERVICES FOR OFF-CAMPUS STUDENTS

LIBRARY ID REQUEST FORM

Name: _____

Social Security number: _____ **Date of birth:** _____

Graduate _____ **Undergraduate** _____

Home address: _____

_____
City State Zip Code

Employer: _____

Work address: _____

_____
City State Zip Code

Home phone: _____ **Work phone:** _____

E-mail address: _____

Off-campus location: _____
City

Instructor's name: _____

If this is your first ID, return this form and $4; if this is a replacement ID, send this form and $10. Make checks payable to The University of Tennessee and mail to:

ID Office
University Evening School
451 Communications Building
Knoxville, TN 37996-0341
Phone: (615) 974-5063

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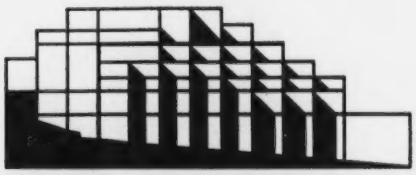

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Name: _____

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BOOK:

Author: _____

Title: _____

Publisher: _____ Date: _____

Place: _____ Can you use another edition? _____

If chapter, author, title, and page numbers: _____

_____

JOURNAL ARTICLE: **(If you have a print-out, indicate the citations wanted and send the printout. If you don't have a printout, please complete the following information.)**

Journal Title: _____

Vol.: _____ Issue: _____ Date: _____ Pages: _____

Article Title: _____

Author(s): _____

Source of reference: (e.g., ERIC): _____

Books are sent by First Class Mail or UPS. Please return them by insured First Class or UPS. A return mailing label is enclosed, along with a copy of the book borrowing policy. If you have any questions, please call 423-974-0087.

UTLearn: Teach Yourself

About UTLink
UTLink contains UTCatalogue, journal indexes, the campus wide information system for the University of Toronto, access to the Internet, and much more.

About UTCatalogue
Find out about UTCat, Wilson, ERIC, CBCA, Current Contents, Library of Congress, CRL, CRI, and National Library of Canada. Which one do you need?

How to search UTCat, Wilson, and other databases in UTCatalogue
Basics of search with search examples. Find out how to print, plus more.

Searching with (NISO) Full Boolean interface
Basics of searching. Code names for changing to another database.

How and where to find readings from a class list
Learn about different kinds of citations and how to look them up in UTCat.

How to research and write a term paper
Writing an essay? Define the scope, write a thesis statement, develop a library search strategy, search the catalogue and indexes, read and make notes, etc.

Tips and Techniques for using UTCatalogue
Summaries of some information covered already and other 'good-to-know' topics.

How to search Medline and other health databases
How to search and download, dial-in by modem, register for a medline password, and much more.

How to search Internet via UTLink.

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Search Internet via UTLink with or without an e-mail account, follow a simulated search, and learn how to use different tools such as Veronica and Archie.

How to access UTLink remotely
Dial-in and telnet addresses, plus information on communications programs.

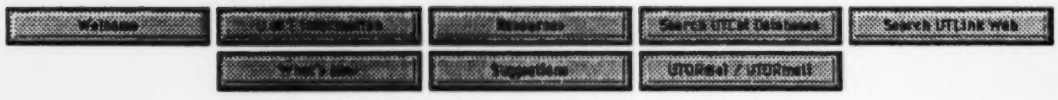
Need more information?
Still have questions? Information on where to ask in the Library.

Send comments to:

Peter Clinton - Mail to: clinton@library.utoronto.ca
Sophia Kaszuba - Mail to: kaszuba@library.utoronto.ca

February 16, 1995. **University of Toronto Library**

Path:	Welcome	Resources	UT Libraries	UTLearn



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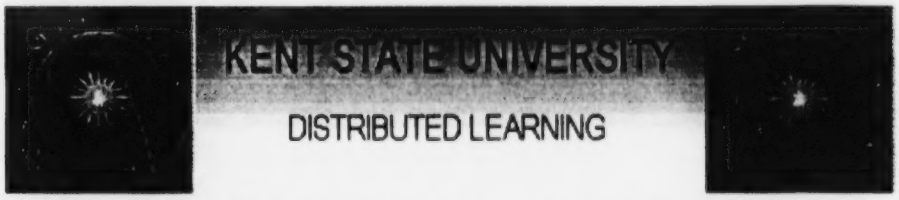
SYSTEMS AND PROCEDURES EXCHANGE CENTER

COURSE RELATED MATERIALS



Distributed Learning Course Information

This page contains details of course that are being offered via Kent State University's Distributed Learning Systems as well as home pages for those courses for student use.

Course Information

- Fundamental English Grammar - ENG 35060
- Nursing as a Profession - NURS 40870
- Teaching High School Journalism - JMC 40193/50193
- Business Writing - ENG 20001
- Reporting Practices - JMC 26007
- Introduction to Microcomputers in Education - ITEC 47427
- Contemporary Nursing Issues - NRST 20211
- Instruction & Curricular Enhancement Through Technologically Facilitated Collaboration and Internet Resources - C&I 67095/77095

Course Home Pages

- Fundamental English Grammar Course Home Page
- Nursing as a Profession Course Home Page

[Return to Home Page]
Click here for Internet Searching

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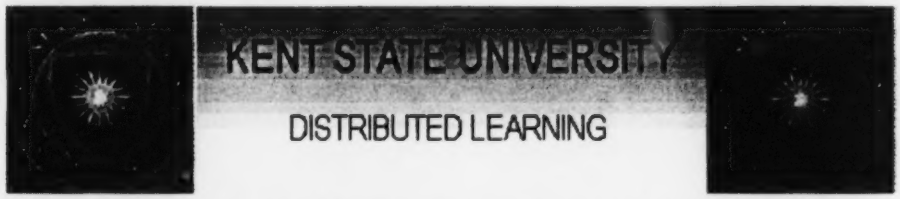

Fundamental English Grammar - ENG 35060

Course Description

An examination of the sentence and its parts, including recognition of the elements and usage matters such as agreement and reference. Prerequisite: Freshman Sequence.

Prerequisites

Freshman Sequence.

Credit Hours

3.

Distributed Learning Instructor

Dr. John Jewell - Faculty Liaison

Course Origination

Tuscarawas

Course Reception

Tuscarawas, Kent

Course Schedule

The class meets from 9:15 to 10:30 every Tuesday and Thursday.

[Return to Home Page]
Click here for Internet Searching

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Last updated: May 07, 1996.

SIUC Interactive Distance Learning Course Schedule

Interactive Distance Learning courses are contingent on adequate enrollment. Not all courses will be available at all remote sites. Please contact your local community college or the Regional Center for Distance Learning and Multimedia Development at Southern Illinois Univeristy at Carbondale.

Summer 1996

- Undergraduate Courses

ACCT 341 *Introduction to Taxation* Background, principles, and procedures for the determination of taxable income as a basis for federal income tax. Particular attention is given those aspects which are at variance with usual accounting treatment in the determination of net income. Includes practice in the methodology of tax solutions. No credit given for 341 if credit is claimed for 240. Prerequisite: junior standing and limited to accounting majors or consent of school; for accounting majors, a grade of B or better in both 220, 230 or equivalent courses.
[06/10/96-08/02/96] [Mon., Tues., Wed., Thurs., Fri.] [9:50AM-10:50AM]

EE 355 *Signals and Systems* Concept of continuous and discrete signals and systems. Singularity functions. Differential and difference equations. Convolution. Fourier transform. Z transform. System transfer function. State variables. Stability. Prerequisite: 336 or concurrent enrollment.
[06/10/96-08/02/96] [Mon., Tues., Wed., Thurs., Fri.] [12:10PM-1:10PM.]

ELT 302 *Optical Electronics* The student will be required to identify the basic principles of light physics as they relate to laser and fiber optic theory. Integration of electronic control, measuring, and sensing devices will be accomplished within an industrial and communication framework. A systems approach will be utilized involving laser, fiber optic, and electronic discrete and integrated components. Lecture three or four hours. Prerequisite: departmental evaluation.
[Tues., Wed., Thurs.] [06/10/96-08/02/96] [3:30PM-5:30PM]

Fall 1996

Undergraduate Courses

ACCT 341 *Introduction to Taxation* Background, principles, and procedures for the determination of taxable income as a basis for federal income tax. Particular attention is given those aspects which are at variance with usual accounting treatment in the determination of net income. Includes practice in the methodology of tax solutions. No credit given for 341 if credit is claimed for 240. Prerequisite: junior standing and limited to accounting majors or consent of school; for accounting majors, a grade of B or better in both 220, 230 or equivalent courses.
[08/19/96-12/20/96] [Mon., Wed., Fri.] [9:00AM-9:50AM]

EE 336 *Electrical Circuits II* Three phase balanced circuits. Mutual inductance. Series and parallel resonance. Laplace transform and its applications. Transfer function. Two port network. Prerequisite: 235 (Electric Circuits I) and concurrent enrollment in Mathematics 305 (Differential Equations).
[08/19/96-12/13/96] [Mon., Wed., Fri.] [12:00PM-12:50PM]

OSS 180 *Introduction to Court Reporting* Upon successful completion of this course, the student will understand the classifications of court reporters and their duties; be aware of job availability and career opportunities; understand the court reporters' code of ethics; understand the role of the reporter in the courtroom; be aware of technological innovations; and be familiar with local, state, and national professional associations. Prerequisite: 111 or equivalent.
[08/19/96-12/13/96] [Tues.] [2:00PM-2:50PM]

Graduate Courses

REHB 570 *Rehabilitation Administration* Problem solving approach to current issues in organizational structure and management functions in public and voluntary rehabilitation agencies, decision making, leadership, program development and evaluation. Prerequisite: consent of instructor.
[09/6/96-9/8/96 and 9/27/96-9/29/96] [Fri., Sat., Sun.] [8:00AM-5:00PM]

Marketing 304

Marketing Management

2607 Visits since 11/20/95.

Marketing 304 is the introductory course to marketing at the undergraduate level. As an introductory course, the primary purpose is to familiarize you with the process and problems of marketing in an enterprise system.

Marketing involves the identification of demand for goods and services, as well as activities which facilitate the production and distribution of these goods and services. Marketing management involves the coordination and control of the firm's marketing functions within a dynamic operating environment. This course includes study of both the basic marketing concepts as well as the tools and alternative strategies available to the marketing manager.

Course Information | On-Line Tutorial | AARGH!! Grades
Announcements | Contact Dr. Grant

Updated 2/25/96: daf

Course Information

Class syllabus--by section:

- Contacting the Professor
- Required and Suggested Reading
- Course Description and Objectives
- Course Outline
- Grading and Academic Honesty Policies

And now the bad news--Exam Information!

- Policy
- Preparation
- Suggestions
- Sample Test

Do I have to come to class? Read this to answer that all-important question.

OK, OK, I'll come to class, but you'll regret it, I'm a disruptive student! Maybe you should learn how to conduct yourself.

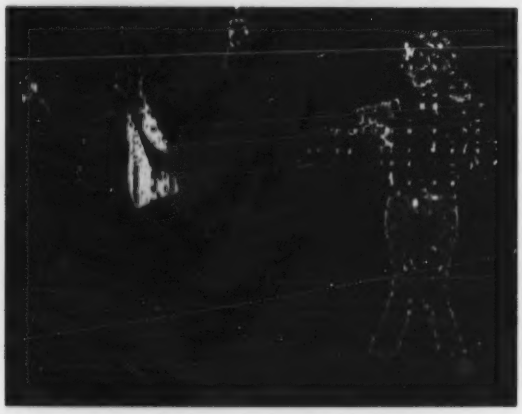
On-Line Tutorial

The following material is designed as a **supplement** to the lectures and reading material. It is **not** a substitute for either. There can be no substitute for attending class regularly and staying abreast of the reading requirements.

Lecture Slides | Review Questions
Cool Links | Practice Test

****Updated 3/20/96: daf****

MKTG 304 Grades



NOTICE: Due to the ever-changing nature of student grades, the following documents are formatted in raw ascii text. As a result, you will not have the benefit of extensive hypertext links or search forms. After you have linked to the desired section, use the "search" function of your browser to find your grade by SSN.

Extra Credit Points: Resume Assignment	
Exam 1 Results	Exam 2 Results
Extra Credit Points: Surveys	
Exam 3 Results	Exam 4 Results
Final Exam Results and Semester Grades	

Updated 1/03/96: daf

Announcements

BONUS POINTS!!!

This project is to encourage students to use the world wide web. 5 bonus points will be awarded for a web link that can be used on the Marketing 304 Cool-links page.

Rules:

To earn the 5 bonus points students should e-mail the URL site address and briefly describe the site and its relevance to a particular topic from class. For example, Chapter 9, "Marketing Segmentation", which provides discussion of the lodging segmentation used in the corporate case at the end of the chapter, has a link to Marriotts' homepage.

You must be the first person to submit the web site, and description to Dr. Grant. (This is how Dr. Grant will know whose submission was first)

A maximum of 5 points per student will be awarded.

The deadline for submissions is June 6.

Decision of the judge is final!

Updated 6/04/96: daf

Marketing 304

SAMPLE QUESTIONS FOR TEST ONE

Please enter your student ID:--

1. A program sponsored by management that showed employees of a firm how their work aided marketing strategy and promoted customer satisfaction would be

a. an internal marketing program.
b. a public relations program.
c. a program to promote sales.
d. a program aimed at external customers.
e. less effective than a similar program aimed at employees' families.

2. TQM can be applied to promotional strategy. An example of this is

a. Bethlehem Steel's partnership arrangement with Ford Motor Company.
b. Dell Computer's "ironclad" warranty of its products.
c. Texas Industries' empowerment of its drivers to make delivery decisions on the spot.
d. Compaq Computer's introduction of its less expensive ProLinea line.
e. GM's Saturn Division's low-key, no-haggle sales approach that stresses integrity on the part of the sales representative.

3. The process of constantly making changes in work activities to improve their quality, timeliness, effectiveness, and efficiency is called

a. a CSM program.
b. sequential development.
c. the TQM process.
d. KGLA analysis.
e. continuous improvement.

4. Which of the following statements best reflects a firm with a production orientation?

a. Our company is consumer oriented.
b. We have a first-rate sales organization which disposes of all the products we can make at a favorable price.
c. We guarantee our customers complete satisfaction or we will refund their money.
d. Our basic function is to produce the highest quality product possible.
e. Selling is only one component of marketing.

5. The marketing concept emphasizes

a. company-wide consumer orientation.
b. marketers running the company.
c. a production orientation.
d. achievement of short-run success.
e. building retail stores in the ghettos.

6. The marketing mix includes

a. planning the product.
b. blending personal selling, advertising and sales promotion tools.
c. setting prices.
d. establishing marketing channels.
e. all of the above

7. The Common Market, or European Community (EC) as its members now prefer to have it called, is perhaps the world's best example of

a. a mutual defense organization; like NATO, the members of the EC have agreed to immediately come to each others' aid in the event of war.
b. an internally self-competitive organization; the natural and political boundaries of Europe have made internal competition among nations fierce and effective.

c. a multinational economic community, integrated with respect to the abolition of internal tariffs and a uniform tariff policy with respect to nonmembers.
d. an economic union; since 1948, the EC has operated under a single uniform set of regulations regarding foreign trade by its various members.
e. how a good idea can have unfortunate consequences; the recent collapse of the EC has demonstrated how fragile any treaty-based organization must be.

8. People or organizations that buy or use another firm's goods or service may be classed as its

a. internal customers.
b. external customers.
c. external competitors.
d. internal competitors.
e. internal market.

9. Components of the cultural environment in international trade include a nation's

a. size, per capita income, and stage of economic development.
b. political stability, system of government, number of political parties.
c. legal system, content of specific laws, operation of the courts system.
d. participation in such activities as dumping, protective tariffs, and exchange control.
e. language, educational system, religious attitudes, and value systems.

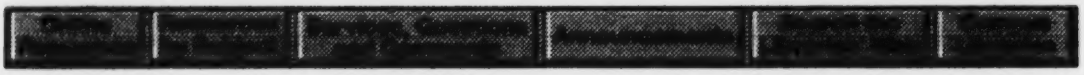
10. A correct statement about the economic environment is that

a. consumers buy more during inflation because prices are lower.
b. sales may fall during recession because of both high unemployment and declines in consumer purchasing power.
c. frictional displacement results from recessions.
d. cyclical unemployment is highest during prosperity.
e. consumers will not alter their purchasing behavior during recessions.

World Wide Web Library Support for Distance Learning at the State University of New York at Buffalo

The Libraries at the State University of New York at Buffalo are supporting distance education with an experimental World Wide Web service which provides access to course related materials (including course syllabi, homework, and class notes) as well as links to electronic library resources and services, and information on the Internet. The service was originally developed to support EngiNet™, the State University of New York's distance education initiative in engineering, and has recently been expanded to include courses being offered through the SUNY Buffalo Distance Education Program for the School of Nursing. Future plans include experimenting with providing access to copyrighted material and multimedia through the service.

The following pages are a sample of what the service currently offers to distance learners in engineering and nursing.



University at Buffalo Libraries Course Related Materials

Welcome to the University at Buffalo Libraries prototype system for delivering course related materials over the Internet. At the present time this experimental service is being developed in support of distance learning within the State University of New York system. Please note that course related materials are only available over this system. They are not on reserve in the Libraries. We hope to expand this service in the future to include other courses and programs. If you have questions or comments about the service, please contact Nancy Schiller, schiller@acsu.buffalo.edu, or Karen Senglaup, lolkds@ubvms.cc.buffalo.edu.

- **About course related materials**
- **Browse course related materials**
- **Search course related materials**
- **Guidelines for submitting course related materials**

Notice of Copyright

The copyright law of the United States of America (Title 17, United States Code) grants copyright holders the exclusive rights of reproduction, distribution, derivation, display and performance of literary, pictorial, graphic, musical, video and other works. Limitations are imposed on copyright holders' rights for such purposes as scholarship, research, teaching, criticism, comment, and news reporting. Users of this system must use the materials in compliance with fair use provisions of the law.

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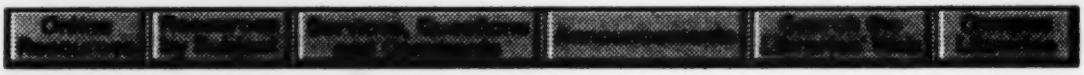

About Course Related Materials...

The purpose of this prototype system is to explore the issues involved in providing instructional materials over the campus network. At this stage, it is only being developed for the delivery of course related materials for distance education programs. Beginning with the Fall 1995 semester, we will offer access to course materials for EngiNet, SUNY's distance learning initiative in Engineering. In the Spring of 1996, the service will be expanded to provide access to course materials for the UB School of Nursing's distance learning program.

The materials include course syllabi, homework, handouts, overheads, course notes, etc., and comprise both text and image files. Please note that course related materials are only available over this system. They are not on reserve in the Libraries.

These files can be viewed on-line, saved to a local drive, or printed, depending upon your hardware and software capabilities. The service has been designed to be accessed using a graphical user interface such as Netscape. If you are accessing these materials using a text browser such as Lynx, you will not be able to view the image files. For copies of these materials, please contact your instructor or the coordinator of your program.

If you have questions or comments about this service, please contact Nancy Schiller, schiller@acsu.buffalo.edu or Karen Senglaup, lolkds@ubvm.cc.buffalo.edu

Copyright Warning: The copyright law of the United States (USC Title 17) governs the reproduction and distribution of copyrighted material. These files contain authorized reproductions of work by University at Buffalo faculty and others. These reproductions are made available only to students currently enrolled in these courses in order to facilitate their instructional and research activities. Duplication by and/or distribution of these works to outside parties without the written consent of copyright-holders is prohibited.

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Browse Course Related Materials

Through this prototype system, you can access detailed course related materials including homework, exams, handouts, overheads, syllabi, course notes, etc., for classes offered through distance learning programs at the University at Buffalo. These items have been placed on reserve by school or department. They are the intellectual property of the faculty members who have created them and are for instructional and research purposes only in accordance with fair use guidelines as set forth in the Copyright Law, Title 17 of the U.S. Code.

Select your school or department below.

- ☐ School of Engineering and Applied Sciences
  - ☐ **EngiNet**
- ☐ School of Nursing
  - ☐ **Distance Education Program for the School of Nursing**

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Course Related Materials for Distance Education in Nursing

Spring 1996
By Course Number

□ *N503* - **Pharmacotherapeutics in Advanced Nursing Practice**
Mary Anne Neary
- Syllabus
  - Course Description
  - Course Schedule
- Course Related Materials

□ *N508* - **Theoretical Perspectives in Nursing**
Marjorie A. White
- Syllabus
  - Course Description
  - Course Schedule
- Course Related Materials

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N503 - PHARMACOTHERAPEUTICS IN ADVANCED NURSING PRACTICE
Spring 1996

N503: 3 credits
Hours: 3 hrs./week
Course Placement: Fall/Spring Semesters
Prerequisites: Permission of Instructor
Course Coordinator: Mary Anne Neary, Ed.D., NP, 709 Kimball Tower, 829-3261
Instructor's Hours: Communicate through Karen Brodfuehrer, 829-3261, 710 Kimball Tower

Course Description

This course focuses on the clinical pharmacology of commonly utilized drugs as well as the pharmacotherapeutics utilized in many of the most commonly encountered disease processes. Basic pharmacology (i.e. mechanism of actions, pharmacologic response) of the drugs used in the various diseases/disorders will be briefly reviewed. The pharmacologic action will be considered as well as the clinical effects elicited when each specific drug class is used therapeutically. Practical pharmacokinetics will be emphasized with each therapeutic category of drugs. This will enable the student to understand the variability and diversity of absorption, distribution, and elimination of therapeutic agents used in the disease states as well as clinically how to monitor effects and toxicities from the drugs. In addition, the side effects, indication, contraindications, common dosages and administration routes of these medications will be considered.

Rationale

It is essential for Advanced Practice Nurses (APNs) to be knowledgeable about commonly utilized pharmacotherapeutic interventions. APNs are responsible for assessing the health status of clients of all ages as well as initiating specific therapeutic modalities. Therefore, they should be well versed in the effects of medications and how drugs interface with the disease processes. In addition, patient and family education and counseling is an integral component of these services.

This course meets the New York State regulations for Nurse Practitioner certification.

Course Objectives

Upon completion of the course, the student will be able to:

- ☐ Appreciate the rationale for the utilization of the therapeutic agent(s) used in a variety of diseases/disorders.
- ☐ Understand the pharmacologic characteristics (mechanism of action, pharmacologic effect, clinical response, indications, contraindications, toxicities, interaction) of each major drug category discussed.
- ☐ Identify the basic pharmacologic properties of the therapeutic classes discussed and how to

clinically utilize this information.

- Discuss the pertinent pharmacologic characteristics (absorption, distribution, elimination, appropriate dosage forms, drug serum concentration, toxicity and response) in relation to patient management.

Format

Content will be presented primarily in a **lecture format** with corresponding **reading assignments**. Class time will incorporate a question and answer period to provide further clarification of lecture material.

Evaluation

The student has two options for course evaluation. Both options include non-cumulative objective exams. The first two exams will be administered during designated class times (see class schedule). The final exam will be administered during **FINAL EXAMS WEEK**. The date and time for the final exam will be determined by Central Scheduling and will be announced about one month prior to that date.

There are two grading options offered this semester to the students enrolled in this course. Each student must notify the instructor of the option selected within one week after the second exam. Otherwise it will be assumed that you have chosen Option I.

Option I will include the three exams only, which will be equally weighted as 1/3 of the final grade for the semester.

Option II will include the three exams but will additionally include a paper which must be submitted to me two weeks prior to the final exam. In this option, each of the three exams will be weighted as 1/4 of the final grade. The remaining 1/4 of the grade will be based on a paper, provided it is submitted on time. Otherwise, the grade will be calculated as in Option I.

Requirements for the paper/exam combined option (Option II)

The student must select a drug classification appropriate to his/her area of specialty. Using one drug as a prototype, the student will develop a paper in which he/she discusses: action, indications/uses, effect on various organ systems, absorption, distribution, metabolism, excretion, side effects, contraindications, adverse effects, drug allergy potential, important drug interactions, expected time before therapeutic effect is seen, abrupt/tapered withdrawal preferred, economic considerations if appropriate, and nursing implications. In addition, the student will compare this drug with two other drugs in the same classification as the prototype. The student will design a teaching plan about the prototype drug for a specified audience. The student must identify the audience, for example "college student(s)" and the teaching plan must be appropriate for that audience.

This paper must be written in APA format and must include a current bibliography (within the past five years). The paper is limited to a MAXIMUM of 15 pages. (WARNING: I stop reading and grading at the bottom of page 15!)

Grading for the paper asignment

Comprehensiveness of class and individual drugs 50%

Teaching plan 30%

Suitability of teaching plan for target audience 10%

Format(including spelling, sentence and paragraph structure), neatness, timeliness, compliance with APA 10%

Exam Policy

change in the scheduled exam dates will be made. students must take exams during scheduled times unless previously cleared by the course coordinator (e.g. incapacitating illness or death in the family).

Grading Scale for this course

The grading for this course meets with Graduate School criteria and is as follows:

94 - 100 = A
90 - 93 = A-
87 - 89 = B+
83 - 86 = B
80 - 82 = B-
77 - 79 = C+
73 - 76 = C
63 - 72 = D
< 63 = F

Required Text: (Available at University Bookstore, Main Street Branch)

Smith, C.M. and Reynard, A.M. **ESSENTIALS OF PHARMACOLOGY**, 1995, W.B. Saunders Company, Philadelphia.

N503 - Pharmacotherapeutics for Advanced Nursing Practice - Spring 1996

Class Schedule

DATE	TIME	TOPIC	SPEAKER	READINGS: Smith & Reynard, *Essentials of Pharmacology*
1/25/96	9 - 9:15 am 9:15 - Noon	Intro to N503 Pharmacokinetics Pharmacodynamics Special Aspects of Select Populations	Mary Anne Neary, Ed.D Dr. Alan Lesse	Chapters 1,5,58,59
2/1/96	9 - Noon	Antibiotics Therapy	Dr. Alan Lesse	Chapters 37,38,39,40,41,42
2/8/96	9 - Noon	Antibiotic Therapy	Dr. Alan Lesse	Chapters 37,38,39,40,41,42
2/15/96	9 - Noon	Anti-hypertensive Agents	Dr. Edward Carr, Jr.	Chapter 29
2/22/96	9 - 10:45 11 - Noon	**EXAM # 1** Computer Based Programs on Pharmacology	Dr. Cedric Smith	Chapter 62
2/29/96	9 - 10:15 am 10:30 - Noon	Agents used in Hyperlipidemia Anti-Anginal Agents Drugs used in CHF	Kathleen Burns, MSN Dr. Eli Farhi	Chapter 31 Chapters 27 & 30
3/7/96	9 - 10:15 am 10:30 - Noon	Antiepileptic Drugs NSAIDS; Drugs used in gout; corticosteriods	Patricia Ryan-Dudek, MS,RN Dr. Alan Baer	Chapter 20 Chapters 15 & 19
3/14/96	9 - 10:30 am 10:45 - Noon	Bronchodilators GI Therapeutics	Dr. Sanjay Sethi Dr. Edward Kim	Chapter 17 Chapter 33
3/21/96	**SPRING RECESS**			
3/28/96	9 - 10:45 am 11 - Noon	Antidiabetic Drugs Thyroid and anti thyroid Agnts	Mary Ann Grady, MSN Dr. Amy O'Donnell	Chapter 56 Chapter 51
4/4/96	9 - 10:50 11 - Noon	**EXAM #2** Oral Anti-coagulation Therapy	David Kazierad, Pharm.D.	pp. 337-8
4/11/96	9 - Noon	Antidepressant agents, anti-psychotics, anti-anxiety, and mood stabilizers	Eris Perese, MSN	Chapters 23,24,25

4/18/96 9 - Noon	Pharmacotherapeutics in selected pain syndromes (e.g. headache, muscle syndromes)	Dr. Cedric Smith	Chapters 14,18
4/25/96 9 - Noon	Estrogens, Progestins and BCP's Antihistamines	Dr Edward Carr, MD	Chapters 53,54,16
5/2/96 9 -Noon	Legal Aspects of drug Prescribing	Esther Eddy, BS Pharmacology	Chapter 61

FINAL EXAM DURING WEEK 5/9 - 16, 1996 - Date & Time To Be Announced

Course Related Materials for Distance Education in Nursing

Spring 1996

Course related materials for courses offered through the University at Buffalo's Distance Education Program for the School of Nursing are accessible through these Web pages. The service has been designed to be accessed using a graphical interface such as Netscape. If you are using a text-based browser such as Lynx, you will not be able to view image files. For copies of these materials, please contact your instructor.

- Browse by Course Number
- Browse by Instructor's Name

Distance learning in nursing is supported by the University at Buffalo Libraries through these Web pages, which in addition to linking you to course related materials, also provide you with access to a variety of electronic library resources and services.

- Health Sciences Library, University at Buffalo:
  Library Services for the School of Nursing Distance Learning Program

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Course Related Materials

N503 - Pharmacotherapeutics in Advanced Nursing Practice - Spring 1996
Mary Anne Neary

- Hotlist of Links to Relevant Internet Sites

N503 - Pharmacotherapeutics in Advanced Nursing Practice - Spring 1996

Hotlist of Links to Relevant Internet Sites

Pharmaceutical Information Network: Self-described as a "Drug InfoBase for information about drug therapies and medical information."

Pharmaceutical Web: Provides access to a database of pharmaceuticals searchable by certain parameters such as disease, symptomatology, or classification of medicine.

RxList: Self-described as a "Drug Name Cross-Index on the Internet." Search for drug information by brand name, generic name, or category. Provides a large number of links to related Internet resources.

Health Sciences Library
State University of New York at Buffalo
Library Services for School of Nursing Distance Learning Program

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Students in the Distance Learning Program of the School of Nursing can access the Health Sciences Library for their research. To use these services, you can come directly to the Health Sciences Library to retrieve books, audiovisuals, copy articles, search databases, or request interlibrary loans--or--you can obtain these services from your home or distance learning site.

Identify the articles, books, or audiovisuals you want to have sent. You can search the BISON and HUBNET databases remotely with your home or office computer, use indexes, examine bibliographies, or request a literature search from the library to identify the materials.

To authorize that books or audiovisuals can be mailed to you:
Fill out the Distance Learning Circulation Release Form.
Send it to:

Information Delivery Service
Health Sciences Library
State University of New York at Buffalo
Buffalo, NY 14214
attn: Cindy Bertuca

To have journal articles, books, or audiovisuals mailed to you, fill out the Interlibrary Loan Request form available at the library or from you distance learning coordinator and either mail it or fax it to:

Information Delivery Service
Health Sciences Library
State University of New York at Buffalo
Buffalo, NY 14214
(716) 835-4891 (Fax)

Send the request electronically through "Libloan" on Wings. Please indicate on the electronic request form that you are in the Distance Learning Program.

If you want to consult with a reference librarian, request a literature search, discuss database access, or find out the status of a request, you can contact:

Sharon Gray
716-829-3337
sgray@ubmedb.buffalo.edu

Nancy Start
716-829-3337
nstart@ubmedb.buffalo.edu

Nancy Stimson
716-829-3337
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Renee Bush
716-829-3337
sfefang@ubvm.cc.buffalo.edu

To contact the Reference Desk, call 716-829-3900.

HEALTH SCIENCES LIBRARY

University at Buffalo

[Because this form requires a signature, please print a copy and return it by mail or fax to:]

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DISTANCE LEARNING CIRCULATION RELEASE FORM

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I will take full and complete responsibility for these materials and will ensure that they are returned on the appointed due date as noted on the material or renewed before the due date. This also applies to books obtained for me from other libraries through interlibrary loan.

I understand that this authorization will be in effect for as long as I have a valid SUNY Card unless I notify the library otherwise.

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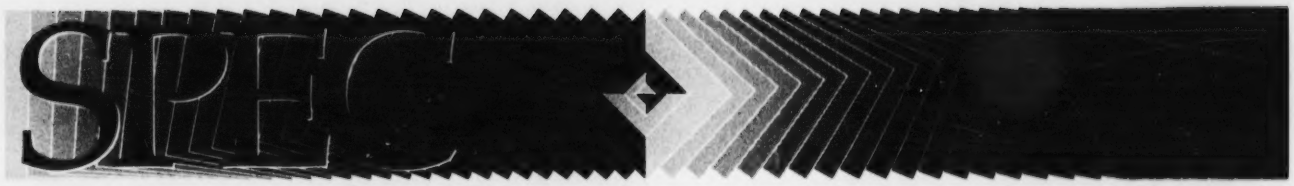

SYSTEMS AND PROCEDURES EXCHANGE CENTER

SELECTED READINGS

"*ACRL Guidelines for Extended Campus Library Services.*" College and Reserch Libraries News 51 (April 1990): 353-355.

"*Extended-Campus Libraries.*" Illinois Libraries 76 no. 1 (Winter 1994).

"*Off-Campus Library Programs in Higher Education.*" Library Trends 39 (Spring 1991).

Snyder, Carolyn A., and James Fox, eds. n.d. *Library and Other Academic Support Services for Distance Learning*. Greenwich, CT: JAI Press, forthcoming.